

Minutes of LFCC Meeting December 10, 2010

The 4th Quarter meeting of the LFCC convened on December 10, 2010 at 10:00 a.m. at Community Health Charities of Florida – Training Room at Tallahassee, Florida. Those attending the meeting were:

Perry Laycock, Social Security Administration, Chair
Richard Mildenberger, US Bankruptcy Court, Treasurer
William Blevins, US Bankruptcy Court, Giving Back Coordinator
Jill May, US District Court, Secretary
Judy Miller, US Bankruptcy Court, LFCC
Lydia Burns, US Health & Human Svcs., Vice Chair, LFCC
Bryan Wiggins, Bureau of Prisons, LFCC
Faye Wayland, Federal Public Defender, LFCC
Michele Robertson, USDA, Forest Service, LFCC
Gwen Cooper, Community Health Charities, PCFO
Ginny Lioon, Community Health Charities, PCFO

1. Welcome

The meeting was called to order. Participants were welcomed and a quorum exists.

2. Treasurer's Report

- Richard Mildenberger is retiring December 2010, so the Treasurer position is open beginning January 2011. The committee will try to fill that position from someone at IRS or Bureau of Prisons.
- The 2010 budget fits within the guidelines of administrative costs, and currently is 46% below budget. The expenses outstanding are the audit cost, awards, and the victory celebration. The audit fee will be \$2800. Even after these expenses paid, we will still be under budget.
- The CHC invoice for payment 2 of 3 for 2009 campaign expenses is \$5762.26; motion made and approved to pay that invoice.
- With new treasurer in 2011, it was verified that there is no need to have new signature card.
- Overall the CHC has done a great job in keeping the expenses down.

3. PCFO Report / Campaign Updates

- 2010 Campaign Initial Report: The 2010 goal was to increase contributions by 10%. As of the meeting date, there was an increase of 8%; however three more agencies have indicated they are sending in their forms and hopefully that will put the campaign at its goal of 10%. The US Post Office really helped increase the numbers this year, balanced against other agencies' turning in lower amounts. Need to work in 2011 of getting agencies who did not participate this year involved in giving. Several agencies' numbers were lower due to employees retiring; retirees cannot continue giving through CFC. The estimated number of leadership givers in 2010 is 53. The Courthouse luncheon and dessert auction had a great turnout, adding a Top Dessert Chef competition. The Social Security Administration also

did a dessert auction this year and was successful. The Federal Highway Administration held a Wii competition as a fundraiser.

- Victory Celebration: Will be held on February 23, 2011. Theme will be “That’s Amore” – showing love and thanks for participation in the CFC. Ginny Lioon will be seeking sponsors to provide pizza and salad.
- Traveling Trophy: Perry Laycock and CHC will review the different campaigns, and using the criteria for the traveling trophy, will decide who receives that at the Victory Celebration.
- CFC Conference: The conference will be held February 15-18, 2011 in New Orleans. Currently we have budgeted for two people to attend, one from the PCFO and one from CFC (Ginny and Lydia). This topic will be discussed at the end of the meeting.
- PCFO Contract with CHC: Bill Blevins moves to go into an Executive session to discuss and re-approve the CHC contract. Motion is approved and representatives from CHC leave the meeting.
 - **Executive Session**: LFCC agreed to re-authorize CHC for the third year of the current three year agreement. Motion is made for CHC to continue as provider. Discussion amongst the members is in support of continuing with CHC. They have proven that they can and will do the work. Motion is passed; Perry Laycock will send an official letter to CHC announcing the continuance. (CHC brought back into the meeting, and informed of approval with thanks.)
- 2011 Campaign: Application period will run from 2/17/11 to deadline of 3/17/11. The applications will be reviewed on 4/8/11. It was again agreed that 20% of all applications be reviewed for compliance purposes.

4. Giving Back Recap

- The 2010 goal to donate to Second Harvest was 1,000 pounds of canned food. We surpassed our goal and received 1,039 pounds from 10 agency units, which is equivalent to 799 meals.
- The Cystic Fibrosis Tailgate event also was a success. The evening raised \$42,000 net to the charity. Our goal was to provide 15 volunteers, and we surpassed that by having 20 volunteers – 9 from SSA, 6 from BOP, and 5 from the federal court. It was a fun evening for all.
- Bryan Wiggins reported that the BOP inmates donate their own money to different charity events, and asked about possibility of donating some of their money to the CFC campaign. It was determined that the inmates’ donations would be greatly welcomed and can go into the campaign total, but must be as undesignated funds.

5. Chairman’s report:

- **2011 Campaign Merger Discussion**: Campaign expenses in 2009 were 17.22% and so far in 2010 are 17.95%. The OPM starts getting concerned about the percentage of campaign

expenses as it gets closer to 20%. Our CFC is a smaller campaign compared to surrounding campaigns, and therefore our expenses are higher percentage-wise. If we merged with a larger surrounding campaign, we would share in the overall costs, i.e. brochures. However if we did merge with a neighboring CFC, we would most likely not have the same level of donations because it would not be serviced as well locally. The CFC will have an online donation program in effect in 5 years. The OPM wants to have everything set up through online donation and payroll deduction. This will do away with forms, brochure costs, etc. If we did not merge with a larger campaign, we could look at further savings on printing costs by decreasing the number of brochures used in the campaign and promoting employees to use the online information. One possibility is to do a partial merger by taking over the Marianna/Jackson County BOP from the neighboring campaign. Bryan Wiggins will talk to the Warden at that facility about their campaign and willingness to merge with us. Perry Laycock will talk to the neighboring PFCO/LFCC/OPM about this possibility as well. It will be further discussed and determined at the 1st quarterly 2011 meeting.

- If our LFCC membership does not remain active and add additional federal agencies on board, we will not stay a viable CFC. With the current term rotation, there are four positions open to be filled, all from court agencies. In order to continue active participation, need to target other federal agencies on CFC board.
 - After discussion, it was agreed by all NOT to merge at this time with a neighboring campaign. We will need to decide by the 3rd quarter meeting in 2011 what the viability is of continuing this LFCC in the Big Bend.
 - 2011 LFCC board members: Perry Laycock will continue on as Chairman through December 2011. Lydia Burns will continue on as Vice Chairman through December 2011, and then will take over as Chairman for the 2012-2013 term. Judy Miller, Bill Blevins, and Faye Wayland will stay on in 2011. Lydia Burns will start making contacts to get a new treasurer on board. Ginny Lioon will start making contacts to get more federal agencies actively involved in LFCC. Bill Blevins will remain as Giving Back Coordinator for 2011.
 - Lydia requests all emails sent to her have a return receipt on them since she is not getting all of our emails. Her correct email is Lydia.burns@oig.hhs.gov.
 - Many thanks were given to Richard Mildenberger for his contributions on the LFCC these past years, and for his generous catering donations. His retirement party will be 12/22/10 at 4:00 at the US Bankruptcy Courthouse.
 - CFC Conference revisited: Motion was approved to send Ginny Lioon and Lydia Burns to the CFC conference in New Orleans.
6. **Next meeting:** The 1st quarter meeting of 2011 will be held on Wednesday, February 23rd at 9:30 at the CHC Training Room.

There being no new business, the meeting was adjourned at 12:30 p.m.