



City of Panama City

AGENDA

HURRICANE DISASTER RELIEF FUND, INC.

BOARD OF DIRECTORS MEETING

JULY 11, 2023

IMMEDIATELY FOLLOWING THE CITY COMMISSION MEETING

1. Roll Call and Approval of Minutes for the April 11, 2023 Hurricane Disaster Relief Fund, Inc. Board of Directors Meeting.

Documents:

[04.11.2023 MINUTES HURRICANE DISASTER RELIEF FUND.PDF](#)

2. Approval of Financial Reports.

Documents:

[CITY PREPARED FIN STMTS Q3 FY23 2023.06.30.PDF](#)

3. Consideration for approval of Conflict of Interest Policy.

Documents:

[CONFLICT OF INTEREST POLICY REVISED MAY 2023.PDF](#)
[CONFLICT OF INTEREST DECLARATION.PDF](#)

4. Audience Participation

5. Adjournment.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding should contact the City's Human Resources Department by 5pm on the Friday prior to the proceeding at telephone (850) 872-3014 for assistance; if hearing impaired, telephone (850) 872-3028 (TDD) for assistance. If a person decides to appeal any decision by the City Commission with respect to any matter considered at this meeting, he or she will need a record of the proceeding and for such purpose, he or she may need to ensure that a verbatim record of the proceeding is made, which record needs to include the testimony and evidence upon which the appeal is to be based. (286.015) The Agenda and supporting documentation is available on the City's website on Monday afternoon preceding the regularly scheduled Tuesday City Commission meeting.



**MINUTES
HURRICANE DISASTER RELIEF FUND, INC.
BOARD OF DIRECTORS MEETING
APRIL 11, 2023
9:28 A.M.**

1. Roll Call and Approval of Minutes for the January 10, 2023 Hurricane Disaster Relief Fund, Inc. Board of Directors Meeting.

Secretary Jan Smith called the roll with the following members present: Directors Billy Rader, Josh Street, Jenna Haligas and Greg Brudnicki. Also present: President Mark McQueen and City Attorney Nevin Zimmerman.

Director Rader moved to approve the minutes for the January 10, 2023 Hurricane Disaster Relief Fund Board of Directors Meeting. On a roll call vote, Directors Billy Rader, Josh Street, Jenna Haligas and Greg Brudnicki voted "YEA". "NAYS" - none. The Secretary certified the motion passed by a 4-0 vote.

2. Approval of Financial Reports.

Director Street moved for approval of the Financial Reports. On a roll call vote, Directors Billy Rader, Josh Street, Jenna Haligas and Greg Brudnicki voted "YEA". "NAYS" - none. The Secretary certified the motion passed by a 4-0 vote.

3. Consideration to amend the by-laws of the Panama City Florida Hurricane Disaster Relief Fund to allow for the establishment of committees to conduct activities as directed and authorized by the Board of Directors to further the mission and goals of the Corporation.

Director Rader moved for approval to amend the by-laws of the Panama City Florida Hurricane Disaster Relief Fund to allow for the establishment of committees to conduct activities as directed and authorized by the Board of Directors to further the mission and goals of the Corporation. On a roll call vote, Directors Billy Rader, Josh Street, Jenna Haligas and Greg Brudnicki voted "YEA". "NAYS" - none. The Secretary certified the motion passed by a 4-0 vote.

4. Authorization to purchase playground equipment for Bobby Tyson Park with restricted funds in the amount of \$50,000.

Director Rader moved for approval to purchase playground equipment for Bobby Tyson Park with restricted funds in the amount of \$50,000. On a roll call vote, Directors Billy Rader, Josh Street, Jenna Haligas and Greg Brudnicki voted "YEA". "NAYS" - none. The Secretary certified the motion passed by a 4-0 vote.

5. Authorization to apply the restricted donation of \$1,500 for Oaks by the Bay Park to a parking lot paving and stormwater drainage project.

Director Street moved for approval to apply the restricted donation of \$1,500 for Oaks by the Bay Park to a parking lot paving and stormwater drainage project. On a roll call vote, Directors Billy Rader, Josh Street, Jenna Haligas and Greg Brudnicki voted "YEA". "NAYS" - none. The Secretary certified the motion passed by a 4-0 vote.

Director Brudnicki requested consideration of donating \$1000.00 from non-restricted funds to Mercy Chefs.

Director Brudnicki added that he would also be matching the donation.

Director Rader moved for approval of donating \$1000.00 from non-restricted funds to Mercy Chefs. On a roll call vote, Directors Billy Rader, Josh Street, Jenna Haligas and Greg Brudnicki voted "YEA". "NAYS" - none. The Secretary certified the motion passed by a 4-0 vote.

6. Audience Participation

Rufus Woods, 1911 E. 10th St., Panama City; Walter Henry, 614 Maple Ave., Panama City; addressed the Board.

City Manager Mark McQueen briefly discussed committees for restricted donations.

7. Adjournment.

There being no further business the meeting was adjourned at 9:45 p.m.

Panama City Florida Hurricane Disaster Relief Fund, Inc.
Statements of Revenues, Expenses, and Changes in Fund Balance
For the Nine Months Ended June 30, 2023 & Years Ended September 30, 2022, & September 30, 2021
UNAUDITED - Interim financial reporting; for internal management use only

	<u>6-30-2023</u>	<u>Year Ended 9-30-2022</u>	<u>Year Ended 9-30-2021</u>	<u>Total</u>
Revenues:				
Contributions				
Unrestricted Contributions	\$ 2,000	\$ 36	\$ 10,693	\$ 12,729
Restricted Contributions:				
For the benefit of ASAP	422,783			422,783
Mercy Chefs - Mississippi Tornados	1,000			1,000
Retree Program	-	-	14,830	14,830
Total Restricted Contributions	<u>423,783</u>	<u>-</u>	<u>14,830</u>	<u>438,613</u>
Total Contributions	425,783	36	25,523	451,342
Interest Income	70	101	158	330
Total Revenues	<u>425,853</u>	<u>137</u>	<u>25,682</u>	<u>451,672</u>
Expenses:				
Unrestricted				
Auditing and Accounting	-	-	1,589	1,589
Landscaping	-	-	4,900	4,900
Other Contractual Services		15,065		
Promotional	2,000	5,000	-	7,000
Other Current Charges	126			126
Survivors Concert	-	-	44,481	44,481
Mercy Chefs - Mississippi Tornados	1,000			1,000
New Year's Eve Event	-	15,450	14,997	30,447
Music on the Bayou	-	-	20,000	20,000
Friends of Governor Stone	-	-	5,000	5,000
Mardi Gras	-	-	12,703	12,703
Total Unrestricted	<u>3,126</u>	<u>35,515</u>	<u>103,670</u>	<u>127,246</u>
Benefit of City Employees	7,999			7,999
Mercy Chefs - Mississippi Tornados	1,000			1,000
Retree Program	4,800	12,615	13,525	30,940
For the benefit of ASAP	18,399			18,399
Survivors Concert	-	-	9,711	9,711
Total Expenses	<u>35,324</u>	<u>48,130</u>	<u>126,906</u>	<u>195,295</u>
Excess (Deficit) of Revenues over Expenses	<u>390,529</u>	<u>(47,993)</u>	<u>(101,225)</u>	<u>\$ 256,377</u>
Fund Balance - Beginning of Period	<u>193,987</u>	<u>241,980</u>	<u>343,205</u>	
Fund Balance - End of Period	<u>\$ 584,517</u>	<u>\$ 193,987</u>	<u>\$ 241,980</u>	

Final audited balances may vary from interim financial reports.

Panama City Florida Hurricane Disaster Relief Fund, Inc.

Balance Sheets

As of June 30, 2023, September 30, 2022 and September 30, 2021

UNAUDITED - Interim financial reporting; for internal management use only

	<u>6-30-2023</u>	<u>9-30-2022</u>	<u>9-30-2021</u>
Assets			
Cash and Cash Equivalents			
Restricted Cash	\$ 590,660	\$ 199,075	\$ 211,690
Unrestricted Cash	1,737	17,858	38,170
Total Assets	<u>\$ 592,397</u>	<u>\$ 216,933</u>	<u>\$ 249,860</u>
Liabilities and Fund Balance			
Accounts Payable	\$ 7,880	\$ 22,945	\$ 7,880
Total Liabilities	<u>7,880</u>	<u>22,945</u>	<u>7,880</u>
Fund Balance - Unrestricted	1,737	2,793	38,170
Fund Balance - Restricted	582,780	191,195	203,810
Total Fund Balance	<u>584,517</u>	<u>193,988</u>	<u>241,980</u>
Total Liabilities and Fund Balance	<u>\$ 592,397</u>	<u>\$ 216,933</u>	<u>\$ 249,860</u>

Final audited balances may vary from interim financial reports.

Panama City Florida Hurricane Disaster Relief Fund, Inc.

Cash and Fund Balance Analysis

As of June 30, 2023

UNAUDITED - Interim financial reporting; for internal management use only

	Restricted Cash									Unrestricted Cash	Total	
	City Employees	Fire & Police	For the Benefit of ASAP	Mercy Chets - Mississippi Tornados	Oaks by the Bay	Woodfield Lighting	Playground Equipment	Survivor Concert	Retree			Total
Fund Balance 9-30-20	76,750.00	7,880.00			1,500.00	50,000.00	50,000.00	9,711.00	16,375.00	212,216.00	130,982.00	343,198.00
FY21												
FY 21 Contrib	-	-			-	-	-	-	14,830.00	14,830.00	10,693.00	25,523.00
Interest income											158.00	158.00
FY21 Exp								9,711.00	13,525.00	23,236.00	103,670.00	126,906.00
Net increase (decrease)	-	-			-	-	-	(9,711.00)	1,305.00	(8,406.00)	(92,819.00)	(101,225.00)
Fund Balance	76,750.00	15,760.00			1,500.00	50,000.00	50,000.00	-	30,680.00	224,690.00	38,170.45	262,860.45
Change in AP									(13,000.00)	(13,000.00)		(13,000.00)
Cash balance as of 9-30-2021	76,750.00	15,760.00			1,500.00	50,000.00	50,000.00	-	17,680.00	211,690.00	38,170.45	249,860.45
Remaining ap/due to other funds		(7,880.00)								(7,880.00)		(7,880.00)
Fund Balance	76,750.00	7,880.00			1,500.00	50,000.00	50,000.00	-	17,680.00	203,810.00	38,170.45	241,980.45
FY22												
Contributions											36.13	36.13
Interest income											100.80	100.80
Expenses	-	-			-	-	-	-	12,615.00	12,615.00	35,514.68	48,129.68
Net increase (decrease)	-	-			-	-	-	-	(12,615.00)	(12,615.00)	(35,377.75)	(47,992.75)
Fund balance as of 9-30-22	76,750.00	7,880.00	-		1,500.00	50,000.00	50,000.00	-	5,065.00	191,195.00	2,792.70	193,987.70
Add: AP as of 9-30-22		7,880.00								7,880.00	15,064.68	22,944.68
Cash balances 9-30-22	76,750.00	15,760.00	-		1,500.00	50,000.00	50,000.00	-	5,065.00	199,075.00	17,857.38	216,932.38
FY23												
Contributions			422,782.78	1,000.00						423,782.78	2,000.00	425,782.78
Interest income										-	70.35	70.35
Expenses	7,998.76	-	18,399.10	1,000.00	-	-	-	-	4,800.00	32,197.86	3,126.00	35,323.86
Net increase (decrease)	(7,998.76)	-	404,383.68	-	-	-	-	-	(4,800.00)	391,584.92	(1,055.65)	390,529.27
Fund balance as of 6-30-23	68,751.24	7,880.00	404,383.68	-	1,500.00	50,000.00	50,000.00	-	265.00	582,779.92	1,737.05	584,516.97
Add: AP as of 6-30-22		7,880.00								7,880.00		7,880.00
Cash balances 6-30-23	68,751.24	15,760.00	404,383.68	-	1,500.00	50,000.00	50,000.00	-	265.00	590,659.92	1,737.05	592,396.97

Conflict of Interest Policy Of Panama City Florida Hurricane Disaster Relief Fund, Inc.

Article I: Purpose

The purpose of the conflict of interest policy is to protect the tax-exempt status of the Panama City Florida Hurricane Disaster Relief Fund, Inc. (the Fund) when transacting business or arrangements that might benefit the private interest of an officer or director of the Fund. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable Funds.

Article II: Definitions

- 1. Interested Person:** Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- 2. Financial Interest:** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the Fund has a transaction or arrangement,
 - b. A compensation arrangement with the Fund or with any entity or individual with which the Fund has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Fund is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III: Examples

A conflict of interest is signified by someone who has competing interests or loyalties. An individual that has two relationships that might compete with each other for the person's loyalties is also considered a conflict of interest.

Nepotism and self-dealing are two kinds of conflicts of interest which can negatively affect the Fund.

Nepotism is the practice of playing favorites with family members or friends by granting them jobs or doing other favors for them in connection with the Fund.

Self-dealing is when someone in a position of responsibility has an outside conflicting interest and acts on behalf of their own interest rather than the interest of the Fund.

A conflict of interest would occur if an officer of the Fund violates trust. For example, if an officer of the Fund also works full-time as a real estate agent and sells property that the Fund owns and makes a commission on it, that is considered a conflict of interest.

Certain circumstances can occur that appear to be a conflict of interest. Care should be taken to avoid such appearances.

It's not necessarily a conflict of interest if an officer of the Fund hires a family member to work for the Fund. It only becomes a conflict of interest if the family member gets preferential treatment as compared with similar employees. If the family member gets a higher salary than other employees or gets benefits such as health insurance as part of his employment that other employees don't receive, that's a clear conflict of interest. If the family member gets preferential treatment as compared to other employees, it is a conflict of interest.

Article IV: Procedures

- 1. Duty to disclose:** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- 2. Determining Whether a Conflict of Interest Exists:** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- 3. Procedures for Addressing the Conflict of Interest:**
 - a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether the Fund can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Fund's best interest, for its own benefit, and whether it is fair and

reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflict of Interest Policy:

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- a. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article V: Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article VI: Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Fund for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Fund for services is precluded from voting on matters pertaining to that member's compensation.
- b. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Fund, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VII: Bi-Annual Statements

Each director, principal officer and member of a committee with governing board-delegated powers shall bi-annually sign a statement that affirms such person:

- a. Has received a copy of the Conflict of Interest Policy,
- b. Has read and understands the Policy
- c. Has agreed to comply with the Policy, and
- d. Understands that the Fund is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VIII: Periodic Reviews

To ensure the Fund operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining
- b. Whether partnerships, joint ventures, and arrangements with management Funds conform to the Fund's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article IX: Use of Outside Advisors

When conducting the periodic reviews as provided for in Article VII, the Fund may, but need not, use outside advisors. If outside advisors are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

The Panama City Florida Hurricane Disaster Relief Fund, Inc.

Conflict of Interest Declaration

I have reviewed and understand the conflict of interest policy.

I have no conflicts of interest to declare.

I declare the following potential conflict of interest:

Name: _____

Signature: _____

Date: _____