**CDS Board of Directors Minutes**

January 11, 2024 at 8:35 AM

Attending Board Members: Richard Mankin; Frank Williams; Veita Jackson-Carter; Debbie Kinman-Ford; Christy Milligan; Darleen Morgan; Jason Shaw; Christopher Stokes; Brenda Thornton

Attending Team Members: Phil Kabler, Olga Rivera

**CALL TO ORDER/QUORUM CHECK**

Nine Board Member was in attendance; no quorum was present; the votes taken are subject to ratification at the February 8, 2024 Meeting. R. Mankin, Secretary, conducted the meeting in the absence of Tommy Lane, President.

**CONSENT ITEMS**

Motion to approve the Agenda and October 12, 2023 Minutes was made by D. Kinman-Ford, second by D. Morgan, and was approved unanimously. Conflict-of-Interest forms were circulated. There are no handbook updates to approve at the February Meeting.

**FINANCIAL MATTERS**

**Report item – Monthly financials:**

O. Rivera reported the software change is completed, with reconciliations through November. The SouthState accounts are lower than customary due to the recent large new Interface Youth Shelter Pay Application #5 payment; reimbursement will be requested from DJJ, which typically take three weeks to process.

**Report item – Audit preparation status:**

O. Rivera reported she continues to work with Tom Porter, CPA on reconciling the FY 22/23 and FY 23/24 (year-to-date) accounts; it is anticipated his work will be completed shortly. After that is completed, the audit will take approximately 30 days to prepare. Going forward audits will return to the prior November completion cycle. Per T. Porter, CPA, management controls appear in proper order.

**Report item – Credit card replacement:**

P. Kabler noted this matter is temporarily pended due to the various monitoring/audit priorities.

**Report item – Bank account interest rates:**

P. Kabler reported SouthState’s money market rate is now over four percent. Accordingly, this matter is temporarily pended due to the various monitoring/audit priorities.

**Report item – Deficit reduction/Employee Retention Tax Credit status:** P. Kabler

P. Kabler reported there were no specific deficit reduction or Employee Retention Tax Credit updates to report.

[Compiled CDS/CASF 6/30/23 – 12/29/23 SouthState Bank and Truist Bank statements were attached to the Meeting packed (checking, money market).]

**BUSINESS MATTERS**

**Report item – CINS/FINS deliverables**:

P. Kabler reported that CDS’ CINS/FINS performance (89.1%) slightly exceeds the statewide average (88.1%). The November bed utilization rate was the highest for an extended period; it is expected that December’s will be lower based on historical performance. The LSF program continues to over perform the deliverables requirements. The IL contract ended 12/31/24.

**Report item – Program monitorings/audits status:**

P. Kabler reported CARF preparations are underway, and we are awaiting the dates for an onsite inspection in March or April. The FL Network’s QI cycle has begun, with IYP-Gainesville scheduled for 1/17-18/24

**Report item – Contracts update**:

P. Kabler reported the following contracts were executed: (1) Bay Youth Services Florida Services, Inc. Collaborative Agreement; (2) U.F. Agreement for Student Internship; (3) Partnership for Strong Families Lease of Motor Vehicles (termination); (4) Florida Network of Youth and Family Services Subcontract Amendment #10 (Domestic Violence Respite Services); (5) Alachua County Health Promotion and Wellness Coalition Independent Contractor Agreement. Additional LSF-related coalition contracts will be reported at the February 8, 2024 Meeting

**Report item – New Gainesville Interface Youth shelter:**

P. Kabler building framing has commenced, with some of the roof trusses delivered. The builder is working to resolve the unrecorded GRU easement.

Family Promise transmitted a Commercial Contract, which is being reviewed by D. Crapps and P. Kabler. Following motion by D. Morgan, and second by D. Kinman-Ford, and unanimous approval, P. Kabler was authorized to sign and deliver the Commercial Contract, and T. Lane, R. Mankin, and P. Kabler were authorized to sign and deliver the closing documents, all on behalf of CDS and CASF.

**Report item – Columbia County School District:**

P. Kabler reported he has been communication with the School District’s lawyer, who sent a draft of the Cooperative Service Agreement. He reviewed and annotated it, and sent it to be reviewed by attorneys for the DOE/DJJ. Presently, in-shelter education activities remain in-place.

**Report item – LSF Health Systems Invitation to Negotiate:**

P. Kabler reported LSF is responding to a DCF ITN related to its Managing Entity services. He reiterated that a ‘cone of silence’ is in-place for several months, and no contacts may be made to DCF, the Executive branch, and the Legislative branch.

**Report item – Florida Network of Youth and Family Services/DJJ Invitation to Negotiate:**

P. Kabler reported FNYFS is responding to a DJJ ITN related to statewide CINS/FINS services. He reiterated that a ‘cone of silence’ is in-place for several months, and no contacts may be made to DJJ, the Executive branch, and the Legislative branch.

He reported T. Lane’s Executive Committee statement that is crucial for planning to begin in the chance FNYFS is not re-awarded the contract, and, further, if CDS is not re-awarded a contract upon either FNYFS or another central provider’s prevailing under the ITN. P. Kabler noted that Management is using the audit/monitoring process to prepare for a possible sub-ITN.

**Report item – LSF Health Systems/North Central FL Human Trafficking Task Force – Rise Award:** P. Kabler

F. Williams will be presented a Rise Award at the 1/12/24 Annual Meeting of North Central Florida Human Trafficking Task Force. P. Kabler made the nomination.

**Report item – Upcoming conferences/trainings:**

P. Kabler reported on the following recent past and upcoming conferences and trainings:

1. 1/10/24 - National Runaway Safeline – 2023 National Runaway Prevention Month Award Ceremony & Celebration (virtual)

Note: CDS nomination as “Greenest Team” Finalist

1. 1/15–17/24 - Florida Juvenile Justice Association Children’s Week

Note: Stephanie Douglas, LMHC – Family Action Program Supervisor – NW to receive DJJ Service Excellence Award

1. 1/19/24 - LSF Health Systems Florida meeting re: potential business

Note: To be presented to the Board for approval before undertaking new business areas

1. 1/22–24/24 - Florida Network of Youth and Family Services Florida Legislative Session Hill Day Visits. The following Board Members will visit the area’s Delegation during the upcoming Legislative Session to (1) thank them for their support of the new Gainesville Interface Youth Shelter funding during the prior Legislative Session, (2) report on CDS’ ongoing activities, and (3) advocate in support of our funder organizations’ Legislative Budget Requests:

H. Thomas Lane, Jr.

Gil Levy

Darleen Morgan

Bishop Christopher Stokes

**Action item – Ratification of engagement of Tom Porter, CPA, ProActive Tax & Accounting as consulting accountant**

Following motion by D. Morgan, and second by C. Stokes, the engagement of Tom Porter, CPA, ProActive Tax & Accounting as consulting accountant was unanimously ratified.

**COMMITTEE REPORTS**

**Standing Development:**

D. Kinman-Ford reported on the following activities being planned:

1. Mi Apa Spirit Night fundraiser
2. Additional restaurant ‘mingling’ event
3. New Gainesville Interface Youth Shelter Open House/Family Day, wish list, naming opportunities
4. Amazing Give
5. U.F. Campaign for Charities

She further mentioned that it is timely for Board Members to consider making annual or periodic donations.

**Ad Hoc Reichert House:** V. Jackson-Carter reported she is following Palm Breeze’s planning of the reorganized Reichert House.

**Ad Hoc Bylaws & Policies:** G. Levy reported the project will be moved forward after the ongoing audits and monitorings.

**ADDITIONAL MATTERS**

F. Williams noted it is timely to discuss Board recommitment with Members who have not participated in an extended period of time. P. Kabler will prepare a note for T. Lane to sign.

C. Stokes requested a confirmation that Zoom Board Meeting participation is permitted. It is permitted per F.S. 617.0820(4):

*(4) Unless the articles of incorporation or the bylaws provide otherwise, the board of directors may permit any or all directors to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all directors participating may simultaneously hear each other during the meeting. A director participating in a meeting by this means is deemed to be present in person at the meeting.*

The meeting adjourned at 9:27 AM.