**CDS Board Of Directors Minutes**

October 14, 2021 at 8:30 A.M.

Attending Board Members: Daniel Crapps, Tommy Lane, Richard Mankin, Bob Page, Robert Wilford, Phil Kabler, Frank Williams

Attending Staff: Tracey Ousley, Paula Moreno, Diana Sanchez, Michael Vetter

**Finance Report:**

Diana presented the August 2021 Statements with Notes.

**Minutes 9-2-21:**

Approved 1st by Daniel Crapps

Approved 2nd by Richard Mankin

**Slate of Officers for 2022:**

Recommend to re-elect all officers.

Approved 1st by Daniel Crapps

Approved 2nd by Bob Page

**New Shelter Update:**

Michael Vetter reported – he and Tracy met with the design team. All their requests and needs were considered. Some materials costs have gone up, this may affect the budget. Also, the move from 1218 6th Street should be completed by December 1st.

**Employee Appreciation/Annual Meeting:**

Paula reported – Everyone enjoyed the first employee appreciation event held at Bivens at 4 pm., on October 12th. Tonight, October 14th, is the second event at the Palatka (East) shelter. Paula discussed the planned agenda for each of these. The annual meeting will be held on November 12, at the Sweetwater Inn. Paula discussed the planned agenda to include Senator Perry as Key Note speaker.

Tommy Lane – At the annual meeting, we have 3 primary objectives:

1. Thank Kieth Perry and Chuck Clemmons.
2. Announcement of Lease.
3. Jim’s retirement.

**Conflict of Interest Form:**

Tracey reported – This is something we need to do every year for the fiscal audit. Board members must sign and return to Tracey.

**EEO & Cultural Diversity and Competency Policy:**

Tracey reported – This policy was updated for protected classes, and we added an Affirmative Action Plan prepared by Bill Krizner.

Approved 1st by Daniel Crapps

Approved 2nd by Bob Page

**CEO Report (Tracey reported for Jim):**

* **Independent Living RFP:**

The RFP is due October 18th. We are shooting for the 15th to finish and turn in.

* **Community Agency Partnership Program (CAPP):**

We applied for an $87,000 grant. There were so many requests they reduced our funding to $37,000. We could not provide service for this amount. The grant was not accepted.

* **Program Performance Data Report:**

Florida Network requires that Board be updated on status of deliverables below expectations. Due to pandemic and lack of staffing we have low ratings as follows:

* Deficit in residential bed nights.
* Deficit in non-residential intakes.
* Deficit in needs assessments.
* Exits do not have successful completion.

To help with staffing levels, CDS began offering an incentive pay of additional $4.00 per hour for employees who will work on the weekends. This practice began in August. We are slowly hiring to required levels, but still below where we need to be.

* **FL Network Board meeting November 8-10**

The Florida Network is trying to respond to staffing issues. They are requesting The DJJ for more money through the Budget Process. The Florida Network is presenting a budget request to the legislature to increase direct care staff to $20 hour.

Meeting adjourned 9:05