**CDS Board of Directors Minutes**

January 9, 2025 at 8:37 AM

Attending Board Members: Frank Williams, Daniel Crapps, Richard Mankin, Gil Levy, Veita Jackson-Carter, Debby Kinman-Ford, Christy Milligan, Brenda Thornton

Attending Team Members: Philip Kabler, Cindy Starling-Hersey, Darla Morgan

**CALL TO ORDER/QUORUM CHECK**

A quorum was in attendance with eight Board Members present. (The Meeting commenced as an information-only session, and became a full quorum meeting, with all prior actions ratified – motion by G. Levy, second by R. Mankin, unanimously approved).

**CONSENT ITEMS**

Following motion by D. Crapps, second by B. Thornton, the following were unanimously approved: (1) Meeting Agenda; (2) December 12, 2024 Meeting Minutes and actions; (3) updated Board Member List (effective January 1, 2025).

**FINANCIAL MATTERS**

**Report item – presentation re: CDS/CASF fiscal activities:**

Due to D. Morgan’s microphone’s inability to connect to the Meeting, P. Kabler reviewed her November 30, 2024 report (i.e., Account balances, Accounts Receivable, Current Assets, Total Assets/Liabilities/Equity, Credit Card balances, Revenues/Expenditures [$8,130.65 Net Revenue]). He also reviewed the July-December 2025 CINS/FINS Residential/Non-Residential calculations spreadsheet. Motion to accept the report by D. Crapps, second by C. Milligan, unanimously approved.

G. Levy will meet with the Fiscal Department Team in the near future.

Compiled December 2024 SouthState Bank and Truist Bank statements were included with the Meeting materials.

**Report item – Employee Retention Tax Credit:**

F. Williams and P. Kabler reported the advance loan interest-only period ($18,000/month) will end in April 2025 [note: recalculated from May 2025], at which point the 24-month amortization period ($47,583.99) will commence advance. Furdock Law, PLLC (referred by CDS’ ERC consultant) has been engaged to support payment of CDS’ applications. Contacts to the IRS (F. Williams) and congressional representatives (G. Levy) will be made to expedite the ERTC payments prior to the expiration of the interest-only period.

**‘DEEP DIVE’ PRESENTATION**

P. Kabler presented a brief programs overview ‘refresher’. F. Williams encouraged the Board Members to review the Talking Points memorandum included with the Meeting materials.

Note: An updated (as to periodic data) Talking Points memorandum will be included with the February 13, 2024 Meeting materials.

**BUSINESS MATTERS**

**Report item – Board Committees:**

P. Kabler reported it is timely for a review of Board Committees composition.

**Report item – Programs deliverables:**

C. Starling-Hersey reported Prevention services are on target to meet or exceed the LSF contract.

She further reported the Florida Network’s December 2024 ‘report card’ had not yet been received. SNAP program performance is doing well. Residential and non-residential performance are traditionally lower during December and January (and June and July) than the balance of the year, with January 2025 performance increasing.

The CINS/FINS and Domestic Violence Respite Subcontract Amendments have been extended through June 2025. The CINS/FINS Residential/Non-Residential calculations spreadsheet will be extended accordingly.

Substantial outreach is ongoing to support shelter service provision. Examples are open houses and tours, particularly with Alachua County parents, teachers, and guidance counselors (through the Peachjar platform). V. Jackson-Carter will assist with Alachua County School District outreach.

She further noted that unlike years past when the CINS/FINS contract was paid on a 1/12th basis, for the past few years payments are deliverables-based.

Suggestions are invited to promote the new Gainesville shelter.

**Report item – DJJ/FL Network Invitation to Negotiate:**

P. Kabler reported the FL Network and DJJ have concluded negotiations for a new contract following the Invitation to Negotiate.

**Report item – 2025 Legislative Budget Request prospect:**

P. Kabler reported preparation of CDS’ House and Senate application for funding to purchase four new passenger vans is underway. Letters of community support are being collected.

**Report item – Upcoming fundraising events:**

D. Kinman-Ford reported the following fundraising events have been scheduled: (a) Kendra Scott (jewelry) (February 8, 2025, Noon–2:00p); (b) MidiCi The Neapolitan Pizza (February 11–15, 2025); (c) Mi Apá Latin Café (March 20, 2025, subject to change upon request of the Standing Development Committee). She requested Board Member attendance at all events, and collections of door prizes for the MidiCi event. Midici’s marketing firm has begun preparing promoting that event.

**Action item – Approve/ratify contracts:**

P. Kabler reported the status of the following contracts: (a) CDS/FL Network Domestic Violence Respite Services Subcontract Amendment 12 (time extension through June 30, 2025); (b) CDS/FL Network CINS/FINS Subcontract Amendment 21 (extension through June 30, 2025); (c) CDS/Furdock Law Client Services Agreement. Motion to approve/ratify the contracts by D. Crapps, second by G. Levy, unanimously approved.

P. Kabler reported the previously approved van repairs by Dave Mays Automotive (currently underway) previously approved has been increased by $474 to $5,439 due to the mandatory and anticipated ‘check engine light’ diagnosis.

**COMMITTEE MATTERS**

**Report item – Standing Development:**

D. Kinman-Ford previously presented the Committee’s report. The Committee is meeting on January 22, 2025 to work on those events.

**Report item – Standing Ad Hoc Reichert House (now known as Baxter’s Place Charter School):**

V. Jackson-Carter reported she has spoken with Tony Jones to discuss the services CDS can provide.

**Report item – Ad Hoc Bylaws & Policies:**

G. Levy reported the draft is being finalized, and is anticipated to be presented at the February 13, 2025 Meeting.

The meeting adjourned at 9:25AM.