**CDS Board of Directors Minutes**

February 13, 2025 at 8:32 AM

Attending Board Members: Frank Williams, Daniel Crapps, Richard Mankin, Gil Levy, David Flores, Debby Kinman-Ford, Darleen Morgan, Bishop Christopher Stokes, Brenda Thornton

Attending Team Members: Philip Kabler, Cindy Starling-Hersey, Darla Morgan, Joy Cullinan, Lyanne Lopez Tormos, Melanie Soldevilla

Guest: Tommy Lane

**CALL TO ORDER/QUORUM CHECK**

A quorum was in attendance with nine Board Members present.

**CONSENT ITEMS**

Following motion by D. Morgan, second by R. Mankin, the following were unanimously approved and ratified: (a) Meeting Agenda; (b) January 9, 2025 Meeting Minutes and actions.

**FINANCIAL MATTERS**

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

D. Morgan reviewed the December 2024 written financial report, including income and expense activities and account balances. Net revenue was down $53,812.12 for the month, and is up $51,321.13 for the fiscal year. There was a hold on Domestic Violence Respite payments. LSF paid the October and November 2024 accounts receivable December 2024. There have been a number of donations made during the period.

Directors’ Budgets were reinstated. Elements were variable due to census and predictions based on prior years.

A $42,768 overearning SNAP in Schools payment was made by the Florida Network.

Various IRS payroll tax overpayments from prior periods were refunded.

Current focus areas are: (a) automating payroll (and selecting a vendor – currently Paylocity and PayCom); (b) general discretionary spending freeze (supported by a new purchase order system).

Fiscal Assistance Ashley Strain gave notice of her resignation effective during May 2025.

Compiled January 2025 SouthState Bank and Truist Bank statements were included with the Meeting materials.

The report was moved for acceptance by D. Morgan, seconded by D. Flores, and unanimously accepted.

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

F. Williams and G. Levy reported efforts are being made to collect the credit claim from the IRS. G. Levy is in communication with Representative Cammack and her IRS specialist Legislative Aide for assistance. The Legislative Aide recommended that litigation should not be instituted, which would likely drop CDS’ claims to the bottom of the disbursement queue; and, further, militate towards an audit.

A discussion ensued about paying off the advance loan prior to the commencement of the amortization period.

[Post-meeting: The ERTC consultant was instructed to inquire about a full or partial prepayment of the advance loan.]

**Report item – Preparing for future possible Federal funding freeze:**

P. Kabler reported the recent Federal funding freeze and the OMB descriptive memorandum rescission is being followed, with an eye towards an eventual freeze of unknown size and scope and responsive plans. The HHS/Administration for Children and Families-sourced Basic Center Grants and HHS/Substance Abuse and Mental Health Administration-sourced LSF prevention funding are being tracked as prospects for a future freeze.

**SPECIAL PRESENTATION**

A plaque of appreciation was presented to T. Lane in recognition of his decades of service as a board member and past president. The plaque will be placed in the new Gainesville Interface Youth Shelter. T. Lane gave valedictory remarks.

**‘DEEP DIVE’ PRESENTATION**

The following Eighth Judicial Circuit and Putnam County outreach activities were reviewed:

* National HOPE Month proclamations
* Safe Place site audits (including mobile sites) and outreach events
* Outreach events and referral source development, leading to new Safe Place sites
* New IYP-Gainesville tours and open houses
* Use of ‘Peach Jar’ online bulletin board with the Alachua County School District
* Use of direct mail
* Involvement of volunteers and interns

M. Soldevilla and J. Cullinan attended the HHS Administration for Children and Families (i.e., Basic Center Grant) national conference and training in Atlanta. A material topic of the conference was defining youth ‘homelessness’ and responsively directed programming.

M. Soldevilla will present at the National Safe Place Focus 2025 Workshop.

**BUSINESS MATTERS**

**Report item – Programs deliverables:**

C. Starling-Hersey reported December 2024 CINS/FINS performance (including revenue) was consistent for the cyclically lower period as is typical longitudinally. January and February 2025 performance has materially increased month-over-month. IYP-Gainesville tours are being conducted to make referral services aware of the facility and the provided services.

Florida Network and Liz Tschumy (CDS’ Data Systems Manager) data is tracked. Shelter bed utilization is reviewed daily. A 60%-65% daily bed utilization rate target is preferred; greater than that range increases adult-to-youth ratios and daily operating costs.

**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; the new contract is pending. Agency letters of intent and/or competitive procurement may occur at any time, and is expected next year.

**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 – Legal cases:**

P. Kabler reported two cases have been served on CDS: (a) related to the termination of an employee, which has been referred to insurance and CDS’ retained employment lawyer; (b) a wage garnishment case against an employee, which has also been referred to CDS’ retained employment lawyer.

**Report item – Florida Network Hill Day (February 12, 2025):**

P. Kabler reported a Board Delegation (F. Williams, C. Stokes, D. Morgan) met with CDS’ area Legislators to: (a) thank the Legislators and their staffs for continuing to support CDS; (b) update the Legislators and their staffs on CDS’ ongoing and planned activities; (c) present the Florida Network’s Legislative Budget Request; and (d) present CDS’ Legislative Budget Request for the funding of four new passenger vans.

D. Morgan noted that CDS’ services were highlighted during the meetings. C. Stokes discussed the visit with new Representative Judson Sapp, who would like a tour of IYP-Palatka.

**CDS – Report item – Van repair:**

The white passenger van currently housed at Bivens has been repaired ($5,313.58), deployed to the IYP-Palatka shelter, and to be repainted.

The passenger van currently housed at the IYP-Palatka shelter has been sent to Bivens for evaluation, repairs, and re-deployment.

During a tour of the new IYP-Gainesville shelter, the Alachua County Sheriff’s Office offered to loan or donate up to three Chevrolet Tahoe SUVs to CDS. P. Kabler and C. Starling-Hersey will meet at ASO on February 17, 2025 to evaluate the SUVs.

**Report items – Grant update:**

P. Kabler reported the Community Foundation of North Central Florida Capacity Grant ($2,339.78; seven tablets for Prevention Programs) was awarded.

**Action items – Pended until March 13, 2025 Meeting for Approval/Ratification:**

* Contracts: (a) CDS/LSF Amendment 121 (correcting prior miscoding by LSF); (b) CDS/LSF – Exhibit J – Local Match Calculation Form
* Surplussing two vans (Bivens – blue Ford; IYP–Palatka – white Ford)

**COMMITTEE MATTERS**

**Report item – Standing Development:**

P. Kabler reported the following fundraising events have been conducted or are 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); (d) Amazing Give (April 24, 2025); (e) UF Campaign for Charities.

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

G. Levy reported the draft CDS (and CASF) Amended and Restated were updated in light of the modern statutes.

Similarly the draft CDS (and CASF) Bylaws were updated in light of the statutes and contemporary non-profit corporation practices. The following are key points from the draft Bylaws:

* CEO – a voting director; retitled as President/CEO to represent its operational purposes
* Director terms of office and elections (i.e., up to four two-year terms followed by a minimum two-year roll-off)
* Principal volunteer Officer titles: Chairperson, Vice Chairperson
* Quorum – 16 or more Directors in attendance – nine in attendance; 15 or less Directors in attendance – majority in attendance

The drafts will be discussed during the March 13, 2025 Board Meeting, and will be voted when ripe for final consideration

Following motion by R. Mankin, second by B. Thornton, the meeting adjourned at 9:58AM.