**CDS Board of Directors Minutes**

March 13, 2025 at 8:32 AM

Attending Board Members: Frank Williams, Daniel Crapps, Richard Mankin, David Flores, Becky Hunt, Veita Jackson-Carter, Debby Kinman-Ford, Christy Milligan, Darleen Morgan, Jason Shaw, Brenda Thornton

Attending Team Members: Philip Kabler, Cindy Starling-Hersey

**CALL TO ORDER/QUORUM CHECK**

A quorum was in attendance with 11 Board Members present.

**CONSENT ITEMS**

Following motion by R. Mankin, second by B. Hunt, the following were unanimously approved and ratified: (a) Meeting Agenda; (b) February 13, 2025 Meeting Minutes and actions.

**FINANCIAL MATTERS**

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

P. Kabler reviewed the January 2025 financial data, including income and expense activities and account balances. Net revenue was down $81,875.55 for the month, and is $20,991.19 for the fiscal year to-date. This is due to lower revenues in January relating back to traditionally lower December performance. Expenses are roughly $150,000 per month.

An internal ‘positive pay’ method is being used (i.e., funds retained in interest bearing accounts until needed, and transferred to the checking account.)

D. Morgan will calculate leave/sick leave payout amortizations. A discussion ensued regarding CDS’ leave balance policies. The Fiscal Department was instructed to audit all employee balances. President F. Williams appointed an ad hoc committee of D. Morgan (as committee chair) and C. Starling-Hersey to review the policies in order to modernize them.

Paylocity implementation has begun with a planned roll-out during the first April 2025 pay period.

CASF’s SouthState account has been converted to a money market basis.

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

**Report item – FL Network payment cycle:**

P. Kabler reported that FL Network monthly payments will be at 80% for the balance of this fiscal year, with the balance to be paid when DJJ pays the FL Network. This decrease is due to the method and amount used by DJJ during the first half of the fiscal year’s payment to the FL Network.

[Post-meeting note: The FL Network paid the 20% balance for January 2025.]

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

F. Williams reported the ERTC applications remain pending with the IRS, with no predicted payment date.

F. Williams led an extensive discussion regarding potential full or partial payoff of the advance loan as soon as possible and most preferably before the end of the interest-only payment period. Topics such as bank balances, interest rates, and collateral were addressed. The outcome was to explore a combination of a term loan mortgage and revolving line-of-credit (with a focus on the ‘resting period’ and payoff term). The Board must approve the terms of the advance loan payoff, bank fund balance liquidation for that purpose, and loan to close any gap in available funds.

F. Williams instructed that a copy of the advance loan documents be confidentially transmitted to all Board Members.

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

P. Kabler reported the potential for a Federal funding pause freeze is being tracked.

**BUSINESS MATTERS**

**Report item – Programs deliverables:**

C. Starling-Hersey reported February 2025 CINS/FINS performance (including billed revenue) has materially increased month-over-month, with the shelter utilization rate at 101.2% and community counseling at 92.2% against the statewide averages.

CDS’ Florida Network February performance metrics ‘report card’ was 100%.

LSF performance remains consistently strong.

DCF relicensure monitoring of the shelters will occur during March.

**Report item – FL Network QI audits, DCF relicensure inspections:**

C. Starling-Hersey reported that CDS is awaiting FL Network QI audits of IYP-Lake City and IYP-Palatka. DCF relicensure examinations will be conducted during March.

**Report item – CDS/FL Network contract:**

P. Kabler reported the FL Network’s procurement request for its statewide providers has been deferred for the time-being. CDS has a plan for responding the request, backed up by the previous data and materials organized for the CARF re-accreditation, QI monitorings, and annual financial audit.

**Report item – Legal cases:**

P. Kabler reported the filed wrongful termination case, which management has determined is without merit, has been referred to insurance and CDS’ retained employment lawyer. CDS’s attorney filed an answer, and discovery is being organized.

The employee wage garnishment case has been closed by a payroll deduction order presented to CDS by the Court.

**Report item – FL Network Hill Day (February 12, 2025), including Legislative Budget Request (passenger vans):**

A Board Delegation (F. Williams, Bishop Christopher Stokes, D. Morgan) met with CDS’ area Legislators (Representatives Hinson, Brannan, and Sapp) and Legislative Aides. During those meetings the Board Delegation: (a) thanked the Legislators and their staffs for continuing to support CDS; (b) updated the Legislators and their staffs on CDS’ ongoing and planned activities; (c) presented the Florida Network’s Legislative Budget Request; and (d) presented CDS’ Legislative Budget Request for the funding of four new passenger vans. Follow-ups were sent to the Legislators and Legislative Aides.

**Alachua County Sheriff’s Office vehicle donations:**

The Alachua County Sheriff’s Office agreed to donate a three-row (eighth passengers) Chevrolet Tahoe SUV and a two-row (five passengers) Tahoe SUV to CDS. The Sheriff’s Office requested that the three-row SUV be donated back to it if legislative funding is received for new passenger vans.

Title transfer documentation is being prepared.

**Report items –National Safe Place Week – 3/16-22/25:**

P. Kabler reported that plans for proclamations and other National Safe Place Week promotions are planned for implementation.

**Report item – CDS 55th Anniversary – 3/20/25:**

P. Kabler reported that CDS’ March 20, 2025 55th Anniversary coincides with the National Safe Place Week promotions.

**Report item – New IYP-Gainesville shelter close-out:**

P. Kabler reported that the retainage balance check was given the Concept Companies, and received a recorded Notice of Termination and Final Contractors Payment Affidavit.

**Report items – Development events:**

P. Kabler reported the following events occurred or are planned: (a) Kendra Scott (jewelry) close-out (2/8/25); (b) MidiCi The Neapolitan Pizza close-out (2/11–15/25); (c) Mi Apá Latin Café (3/20/25; date subject to change); (d) Amazing Give (4/24/25); (e) UF Campaign for Charities.

**Report items – Grant applications update:**

P. Kabler reported the following grant applications have been submitted or are being prepared: (a) Sunrise Rotary Club – IYP–Gainesville reading program (application submitted); (b) Community Foundation of Northeast Florida – IYP–Palatka (life skills items); (3) United Way of Suwannee Valley – IYP–Lake City (Impact Grant – life skills educator).

**Action items – Contract updates:**

Following motion by R. Mankin, and second by D. Morgan, the following were unanimously approved and ratified: (a) CDS/LSF Amendment 121 (correcting prior miscoding by LSF); (b) CDS/LSF – Exhibit J – Local Match Calculation Form (P. Kabler); (c) CDS/FL Network – Subcontract Amendment #22 (1/1/25 – 6/30/25 time period); (d) CDS/LSF No Cost Extension SOR – MSSP7 (State Opioid – Year 7 – Child substance abuse); (e) The Krizner Group engagement letter, affirmative action engagement (deleted); (f) Paylocity.

**COMMITTEE MATTERS**

**Report item – Baxter’s Place Charter School:**

V. Jackson-Carter reported she is continuing to work with the Charter School’s organizers about potential CDS programming.

**ADDITIONAL MATTERS**

**Report item - Florida Juvenile Justice Association Service Excellence Award:**

IYP-Palatka Senior Youth Care Worker Monica Heinecker was awarded one of the six 2025 FJJA/DJJ Service Excellence Awards based upon her work with the youth served. A $100 gift certificate was authorized to be given to Ms. Heinecker.

Ms. Heinecker’s Service Excellence Award is the second granted to a CDS Team Member.

**Report item – Ad Hoc Personnel Survey Committee:**

President F. Williams organized an ad hoc committee to interview a number of CDS employees, consistent of himself (as chair), V. Jackson-Carter, B. Hunt, D. Morgan, and C. Starling-Hersey.

President F. Williams adjourned the meeting at 9:39AM.