**CDS Board of Directors Minutes**

April 13, 2023 at 8:30 AM

Attending Board Members: Tommy Lane, Daniel Crapps, Richard Mankin, Frank Williams, Reggie Williams, Kandra Albury, Becky Hunt, Veita Jackson-Carter, Debby Kinman-Ford, Gil Levy, Darleen Morgan, Brian Scarborough, Christopher Stokes, Robert Thomas

Attending Team Members: Phil Kabler, Cindy Starling

Consultant: Jim Pearce

**Quorum check:**

A quorum was present.

**Action item – Consent Agenda Items (Agenda, March 9, 2023 Board Meeting Minutes, ratify Board Member term expiration dates of 12/25 for T. Lane, D. Crapps, J. Smith [updating 10/13/22 Board Meeting Minutes):**

Motion to approve by D. Morgan, second by R. Mankin, unanimous approval.

**Report - Future Board/Committee meetings:**

President Lane noted the future meetings listed on the Agenda.

**Report - Budget report:**

P. Kabler presented the February 2023 Statements with Notes. P. Kabler explained that the Employee Retention Tax Credit form (941X) has been submitted to the IRS, with a potential refund of approximately $1.8 million (prior to 9% post-collection contingency fee).

**Report –Comptroller:**

P. Kabler reported that Olga Rivera, CPA has been hired as Comptroller, with a May 1 start date.

**Report - CPA Audit Request for Proposals:**

P. Kabler reported that T. Lane, R. Mankin, and F. Williams will meet to review the two submitted Request for Proposals for Financial and Compliance Audit Services responses on April 17, 2023. The successful candidate will be notified the same day to open engagement negotiations.

**Report - Deficit reduction activities:**

P. Kabler reported that the deficit reduction activities and correlating amounts were included with the Meeting materials, and will continue to be in the future.

**Report – Commence FY 2023-2024 Budget:**

P. Kabler reported that the FY 2023-2024 Budget development process has begun with a projected Budget to be voted on by the Board at the June 2023 Board Meeting.

**Report - CINS/FINS deliverables**:

C. Starling-Hersey reported that deliverables are trending to 100%, with CINS/FINS and Prevention Services overearning potential (written substantiation included with the Meeting materials). NetMIS 3 rollout is still underway, which leads to a specific focus on non-residential services and SNAP deliverables being manually collected at this time. March 2023 Program Reports were included with the Meeting materials.

**Report – Department of Children & Families, Lutheran Health Services, Partnership for Strong Families monitoring/audits**:

C. Starling-Hersey reported that the Department of Children & Families (Interface Youth Shelters relicensing), Lutheran Health Services (Prevention Services), and Partnership for Strong Families (Independent Living) reports were delivered. The monitoring/audits were successful, with CDS providing follow-up information leading to report updates; the DCF shelter relicensing has been extended while the license process is finalized.

**Report – Interface Youth Program – Lake City – Quality Inspection monitoring:**

C. Starling-Hersey reported that this QI monitoring is scheduled for April 19-20, 2023.

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

Cindy Starling-Hersey reported that a letter was received from the Columbia County School District regarding services provided to Lake City Interface Youth shelter residents, including payment for services. V. Jackson-Carter and D. Kinman-Ford led a discussion regarding the Shelter resident eligibility, Individual Education Plans, FTE (Full Time Equivalent under the Florida Education Finance Program periods (October and February annually), and hospital home bound situations. Consultations were made with the Florida Department of Juvenile Justice Legal Counsels Office and Stacy Gromatski, CEO of the Florida Network of Youth and Family Service regarding statewide patterns and resolution strategies. P. Kabler, Cindy Starling-Hersey, and Sabriena Williams (IYP – Lake City Director) will meet with the School District and Meridian Behavioral Health Care.

**Report – Partnership for Strong Families – Independent Living Request for Proposals:**

P. Kabler reported that PFSF has put the ILP program out for RFP’s, with an expansion of program eligibility for youth of ages 13 to 15. Dr. Amy Wagner is preparing CDS’s RFP response, with the assistance of supporting CDS Team Members. The response is due April 25, 2023

**Report – Contracts update (approved/submitted):**

P. Kabler reported that the following contracts were executed: Luther Family Services Amendment 111; Employee Retention Tax Credit Services Agreement (The ERC Guy/Box Financial/Halls of Glory LLC).

**Report – Grants update (approved/submitted)**:

P. Kabler reported that the following grants were submitted and approved:

\* The Amazing Give - April 20, 2023, 8:00a-8:00p (Community Foundation of North Central Florida)

\* UF Campaign for Charities

\* FEMA Emergency Food and Shelter Program (United Way of North Central Florida) - $11,900

**Report – Grants update (in-process/under consideration)**:

P. Kabler reported that the following grant applications are in or under consideration:

\* Basic Center Program renewal

\* Children’s Trust of Alachua County Emergent Fund

\* Lever for Change (McKenzie Scott)

\* National School Lunch Program

\* One Nation One Project GNV

\* Rembert Family Foundation – D. Crapps researching

\* SCAFF (Columbia County) – D. Crapps researching

\* United Way of North Central Florida – Interface Youth Program – Gainesville - $35,000 for new shelter recreations area: motion to ratify by R. Thomas, second by F. Williams, unanimous approval

\* Gainesville Rotary Foundation Wild Game Feast - new Gainesville Interface Youth Shelter solar panels

**Report – Development Committee:**

D. Kinman-Ford reported that:

 \* All but five Board Members have made financial contributions

 \* The Development Committee will meet on April 13, 2023

 \* A November fundraising event (e.g., home party) is being considered, in addition to the Annual Meeting

 \* Encourages Board Members to register for CDS’ and CDS SNAP’s Facebook and Instagram pages; C. Starling-Hersey noted that Paula Moreno and Marianna Cotter were requested by the Florida Network to present on their social media and outreach practices at the next Virtual Spring Quality Improvement Council meeting

 \* Suggests that CDS develop an active LinkedIn presence

 \* Encourages Board Members with business to place storefront/lobby boxes to collect books, clothing, and the like for the shelters and SNAP programs

**Report – New Interface Youth Shelter update:**

P. Kabler reported:

\* Ground-Breaking Ceremony (with Greater Gainesville Chamber) – May 10, 2023, 10:00a

 \* Appropriations request - response to Governor’s Office information request sent April 13, 2023

Request

\* Solar panels – under consideration for post-construction installation (see above re: Gainesville Rotary Foundation Wild Game Feast grant

**Report – Public events:**

PNK reported that the following public events have occurred or are scheduled:

\* Florida Network of Youth and Family Services Hill Day (3/14-15/23)

\* 2023 Runaway and Homeless Youth Regional Grantee Trainings (3/21-22/23)

\* National Safe Place Week (3/19-25/23) – Alachua County Proclamation (3/28/23)

\* Florida Juvenile Justice Association Children’s Week (3/28-29/23)

\* Hosting Florida Network of Youth and Family Services SNAP Facilitator Training (4/18-20/23)

\* April - Child Abuse Prevention Month – Palatka Proclamation (3/23/23); Putnam County proclamation (3/28/23); Palatka Prevention Block Party (4/5/23)

\* “Ilene Silverman Show” (4/11/23)

\* Annual Meeting (11/3/23 or 11/10/23; potential speaker from National Runaway Safeline)

**Good and welfare:**

R. Thomas reported he is resigning from the CDS and CASF Board in June 2023 to take a new position at Indiana University. The Board Members offered their congratulations and best wishes.

The meeting adjourned at 9:31 AM.