**CDS Board of Directors Minutes**

May 9, 2024 at 8:31 AM

Attending Board Members: Tommy Lane, Daniel Crapps, Richard Mankin, Becky Hunt, Veita Jackson-Carter, Debby Kinman-Ford, Gil Levy, Darleen Morgan, Brian Scarborough, Brenda Thornton

Attending Team Members: Phil Kabler, Cindy Starling-Hersey

Consultant: Jim Pearce

**CALL TO ORDER/QUORUM CHECK**

A quorum was in attendance with 10 Board Members present.

**CONSENT ITEMS**

Motion to approve the Agenda and March 14, 2024 Minutes, and ratify the actions taken at that Meeting, and following request by T. Lane was unanimously approved by acclimation.

**FINANCIAL MATTERS**

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

P. Kabler reported that during the May 2, 2024 Finance & Audit/Executive Committee Meeting, Tom Porter, CPA reported he had not concluded the March financial reports. The May 9, 2024 SouthState Bank and Truist Bank balance reports, and April 2024 bank statements, were included with the Meeting Materials.

A $914,000 account receivable from DJJ for new Gainesville Interface Youth shelter construction reimbursement requests is pending and being actively pursued.

**Report item – Comptroller search:**

P. Kabler reported that a Comptroller has not been selected from the applicants. He will converse with Frank Williams about reconstituting the search process.

**Report item – FY 24/25 budget:**

P. Kabler reported that an initial working draft of the FY 24/25 budget has been circulated. It is hoped a draft budget will be presented to the Board for its June meeting.

**Action item – ratify new SouthState Bank account allocations:**

Following motion by D. Crapps and second by R. Mankin, the following was unanimously approved:

*Subject to availability of funds, the following transfers shall be made to the newly created SouthState accounts in this order:*

1. *Project Payback (checking) - $150,000 (rounded-up from $148,280.05)*
2. *New Gainesville shelter (money market): $400,000*
3. *Emergency operating reserve (money market): $250,000*

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

T. Lane reported that CDS’ ERTC application has been vetted numerous time. He has concluded late state negotiations with a factoring firm, the terms of which are anticipated to be a 10% fee with 2% monthly fee, and no residual CDS liability, all of which are to be set into a written agreement. Following motion by D. Crapps and second by V. Jackson Carter, T. Lane was unanimously authorized to review, approve, and sign the factoring agreement on behalf of CDS. The ERCGuy’s 9% commission will be paid separately on the claim prior to the factoring reduction.

**Report item – Credit card program:**

D. Morgan and G. Levy recommended moving forward with the SouthState Bank Elan credit card replacement program. Following motion by D. Morgan and second by D. Kinman-Ford, the recommendation was unanimously approved.

**BUSINESS MATTERS**

**Report item – Board Summer Break:**

T. Lane reported that the Board will take a Summer Break during August.

**Report item – Programs deliverables**:

C. Starling-Hersey reported CINS productivity is proceeding slower than desired, largely due to the Gainesville Interface Youth Program performance. A Productivity Plan has been implemented.

April 2024 CINS residential/non-residential and SAMH data reports were included with the Meeting Materials.

**Report item – Program monitorings/audits status:**

C. Starling-Hersey reported the programs phase of the CARF reaccreditation survey will be held from May 8 - 10. The Lake City Interface Youth Program QI review is scheduled for May 15-16, 2024.

**Report item – New Gainesville Interface Youth shelter:**

P. Kabler reported internal work such as drywall is currently being installed. Delivery is currently anticipated for mid-June. A large donation of quilts was made.

A discussion regarding open houses will be held immediately following the Board Meeting.

**Report item – Family Promise sale/leaseback:**

P. Kabler reported the Closing date is pending. The predicate to close is release of the 2011 Department of Children and Families Mortgage and Security Agreement. T. Lane suggested researching a line-of-credit in case the sale does not occur before delivery of the new Gainesville Interface Youth shelter.

Note: A $914,000 reimbursement payment from DJJ was received May 10, 2024.

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

P. Kabler reported the Department of Education has involved its General Counsel’s office. P. Kabler reported he is following up regularly with DJJ, DOE, and the Florida Network with to promptly bring this matter to closure for the benefit of the youth served at the Lake City Interface Youth Program.

**Report item – LSF/DCF Invitation to Negotiate:**

P. Kabler reported there were no applicants other than LSF for the Northeast Region, within which CDS operates. The Fifth Circuit ITN is still in-process. Accordingly, the overall ITN remains in effect until awards are made, which is anticipated for August 2024.

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

Copies of the following contracts were included with the Meeting Materials: (a) Care Connect+ Agency Participation Agreement; (b) Cox Business Communications Facilities Agreement; (c) LSF Opioid Settlement Funds (Levy County – Amendment 116); (d) LSF – additional funding (overearnings amount pending at FY end). Following motion by D. Morgan and second by D. Kinman-Ford, the contracts were unanimously ratified.

**Report item – Grants update:**

P. Kabler reported CDS is participating in the following grant programs: (a) Amazing Give; (b) First Federal Foundation; (c) UF Campaign for Charities; (d) AmFund/Golden Pear; and (e) Mi Apá (5/16/24). CDS received the first half ($5,500) of the FEMA Phase 41 Emergency Food Shelter Program – IYP-Gainesville award. Further, a CDS PayPal campaign related to Frank Williams’ June 15, 2024 retirement party.

**‘Deep Dive’ presentation:**

The Board Member engaged in self-introductions/getting to know about each other.

The meeting adjourned contemporaneously with the CASF Board Meeting at 9:29AM.