**CDS Board of Directors Minutes**

May 11, 2023 at 8:31 AM

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

Attending Team Members: Phil Kabler, Cindy Starling, Olga Rivera

Consultant: Jim Pearce

**Quorum check:**

A quorum was present.

**Action item – Consent Agenda Items (Agenda, April 13, 2023 Board Meeting Minutes):**

Motion to approve by B. Hunt, second by D. Morgan, unanimous approval.

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

President Lane noted the future meetings listed on the Agenda.

**Report –Comptroller:**

P. Kabler introduced Olga Rivera, CPA, as Comptroller, who outlined her initial activities and goals.

**Report - CPA Engagement:**

P. Kabler reported that Thomas & Company, C.P.A., P.A. has been engaged as auditors and CPAs.

**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. Of note was the cancellation of the Bivens property flood insurance as no longer needed (i.e., no longer a mortgage, low general risk), saving CDS $4,052.

**Report - Budget report:**

P. Kabler presented the March 2023 Statements with Notes. P. Kabler explained that the Legislature increased CINS/FINS minimum pay to $19/hour. The Florida Network will hold an Executive Advisory Retreat in late June to explain the terms of the funding (e.g., recurring, compression, method, retention bonus). The Board will follow the implications of the CINS/FINS increase to CDS’ overall budget.

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

O. Rivera 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 continue to trend to 100% and draw down all contracted funds, with CINS/FINS and Prevention Services overearning potential. SNAP is anticipated to run approximately $2,500-$3,000 short of the $270,000 contracted amount. Staffing shortages remain, particularly regarding Youth Care Workers (7-8), largely due to compensation and benefits. April 2023 Program Reports were included with the Meeting materials.

**Report – Quality Improvement inspections – Interface Youth Shelter – Lake City (4/19–20/23); Interface Youth Shelter – Palatka (5/3–4/23):**

C. Starling-Hersey reported that both QI inspections produced all ‘Satisfactory’ scores, with minimal exceptions.

**Report – Quality Improvement Community Virtual Spring Meeting (5/2–3/23):**

C. Starling-Hersey reported that CDS’ high levels of performance was recognized. Paula Moreno and Marianna Cotter gave a presentation on outreach best practices.

**Report – COVID Arcturus variant:**

P. Kabler reported that the new COVID Arcturus variant is being followed for impact.

**Report – CARF 2024 re-accreditation preparations:**

P. Kabler reported that preparations for the CARF 2024 re-accreditation cycle have commence.

**Report – Partnership for Strong Families – Independent Living RFP:**

P. Kabler reported that the RFP response was timely submitted, with the outcome pending during May. Independent Living is projected to earn the full amount of the current contract.

**Report – Contract update – LSF Amendments 112/113/R6 Rate Increase:**

P. Kabler reported that LSF overearnings have been addressed by contract amendments providing additional funding.

**Report – Grant update (awarded):**

P. Kabler reported that CDS will receive $4,627 from The Amazing Give, a 50% increase over the 2022 campaign.

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

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

\* Basic Center Program renewal – being prepared

\* Lever for Change (McKenzie Scott) – for a future cycle

\* Rembert Family Foundation – D. Crapps researching

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

\* United Way of North Central Florida – Interface Youth Program – Gainesville – pending site visit

\* D. Crapps reported that he will inquire about funding from the Lake City Foundation and the First Federal Foundation.

**Report – Reichert House consideration:**

P. Kabler reported that Cindy Starling-Hersey and he are scheduled to meet with GPD Chief Tony Jones to learn the City of Gainesville’s plans, and will make a future participation recommendation.

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

P. Kabler reported on the following developments –

\* Ground-Breaking Ceremony (with Greater Gainesville Chamber): scheduled for May 10, 2023, 10:00a, with DJJ Secretary Hall scheduled to participate.

\* Legislative Appropriation Request – The Senate/House Conference Committee has included a $1MM allocation in its budget, subject to approval by the Governor.

\* Preliminary project budget - Theory Construction provided a preliminary project budget of $3.4MM. D. Crapps questioned the amount, and will call Theory to discuss the budget elements. Theory’s budget does not include furniture, equipment, and relocation.

\* Furniture donation – Ronald McDonald House will donate the beds and other furniture, with storage space to be identified.

\* Interface Youth Shelter – Gainesville appraisal – Emerson Appraisal was engaged to appraise the existing shelter for eventual sale.

\* Solar panels – Grant or donation funding will be sought.

**Report – Public events:**

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

\* Organized Palatka Child Abuse Prevention Block Party (4/5/23)

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

\* November – Annual Meeting (date to be determined; potential speaker from National Runaway Safeline)

\* November – host Florida Network Certified Peer Review Training (tentative; date to be determined)

**Report – Development Committee:**

D. Kinman-Ford reported that:

\* All but two Board Members have made financial contributions.

\* A November ‘thankfulness’ fundraising event is being considered, in addition to the Annual Meeting.

\* A Board social event is being considered, with T. Lane volunteering his home.

\* The Amazing Give results were reviewed, with a goal towards improving the next year’s results.

\* Planning for the UF Campaign for Charities will begin during the summer.

\* A ‘topoff’ event is being considered for the new Gainesville Interface Youth Shelter construction project, as well as room sponsorships. A ‘wish list’ for needed items should be developed.

**Report: Date of Summer Board Meeting break:**

T. Lane reported that the Board’s break will be during July.

**Report: Louis Kalivoda portrait:**

P. Kabler reported that Outreach Specialist Paula Moreno is arranging a suitable portrait plaque, to be hung in the Boardroom with Mrs. Kalivoda’s participation.

The meeting adjourned at 9:17 AM.