**CDS Board of Directors Minutes**

June 13, 2024 at 8:31 AM

Attending Board Members: Tommy Lane, Daniel Crapps, Debby Kinman-Ford, Gil Levy, Christy Milligan, Darleen Morgan, Chief Jason Shaw, Brenda Thornton, Frank Williams

Attending Team Members: Phil Kabler, Cindy Starling-Hersey

Consultant: Jim Pearce

Guests: Tom Porter, CPA (ProActive Tax & Accounting), LaShay Johnson (Alachua County Health Promotion & Wellness Coalition)

**CALL TO ORDER/QUORUM CHECK**

A quorum was not in attendance with nine Board Members present. Items passed during this Meeting will be ratified at the July 11, 2024 Meeting.

**CONSENT ITEMS**

Following request by T. Lane, a motion to approve the Agenda and May 9, 2024 Minutes, and ratify the actions taken at that Meeting, was unanimously approved by acclimation.

**FINANCIAL MATTERS**

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

T. Porter reported he developed a FY 24/25 budget and was also attending to QuickBooks updates. P. Kabler reported the FY 24/25 audit process had begun, with the intent of submitting the report to the Board during its November Meeting.

**Report item – Comptroller search:**

F. Williams reported that one candidate was interviewed who was not offered the position, and three candidates are under consideration. T. Porter’s firm will continue as interim comptroller until a permanent staff Comptroller is engaged and trained.

**Action items – SouthState Bank account allocations:**

Following a motion by F. Williams and second by D. Morgan, the following were unanimously approved: (a) retain CDS \*9595 (Project Payback; residual deposits); (b) ratify transfer of IYP-Gainesville Closing proceeds ($496,411.25) from CASF \*5844 to CDS \*9577 (New Shelter).

**Action item – FY 24/25 budget:**

T. Porter presented the proposed FY 24/25 budget, and explained the method of calculation of income and expense items (by comparison to FY 23/24 data given that most FY 24/25 contracts were not yet in-place). Given the extent of the projected shortfall, T. Lane suggested that other funding sources be identified, and that the second tranche of the ERTC funds could be used if-needed, and requested that an overtime line be broken out from salaries. Following a motion by T. Lane (as a Board Member) and second by B. Thornton, (a) the FY 24/25 proposed budget was adopted and (b) a committee to identify revenue sources was created with F. Williams as chair and P. Kabler and C. Starling-Hersey as members.

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

Following a motion by F. Williams and second by B. Thornton, the following were unanimously approved: Ratify – (a) Submitted Resolution (consistent with Bylaw Article V, Section VI; copies attached); (b) Closing/transaction Documents (copies available upon request).

**Report item – Credit card program:**

P. Kabler reported that he received the SouthState Bank – Elan credit card application and will attend to it in due course.

**‘DEEP DIVE’ PRESENTATION**

LaShay Johnson, Director of the Alachua County Health Promotion & Wellness, presented about HPW’s history, programs, and needs. Programs include substance abuse prevention education (e.g., town halls, parental toolkits), Take-Back sessions (with the US DEA), and compliance checks (e.g., liquor stores).

**BUSINESS MATTERS**

**Report item – Board Summer Break:**

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

**Report item – Programs deliverables**:

C. Starling-Hersey reported CINS productivity is at the state average, with residential service trending higher during June due to the Summer Enrichment Programs). Going forward monthly CINS residential/non-residential and SAMH data reports were included with the Meeting Materials. Further, Overtime is being monitored due to its budget impact.

LSF prevention services continues to over-perform.

Consistent with prior years, neither the Florida Network nor the LSF FY 24/25 contracts have been issued. The Florida Network Domestic Violence Respite contract was extended through December 31, 2024.

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

C. Starling-Hersey reported each of the three programs received QI ‘satisfactory’ scores. The CARF re-accreditation report has not yet been received.

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

P. Kabler reported a Temporary Certificate of Occupancy is anticipated June 20, 2024, with a Final Certificate of Occupancy anticipated June 30, 2024. Transition to the facility will ensue, and will take some weeks to finalize.

Open houses (referral partners, ribbon-cutting) are anticipated to occur during early August.

C. Starling Hersey presented two monument sign options. Approval was given to move forward with the $11,667.50 option, with the contract to be ratified during the July Board Meeting.

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

P. Kabler reported the Closing occurred, and CDS is now the lessee of the Gainesville shelter. A reserve of $27,000 ($4,500/month) for up to six months of rent was developed.

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

P. Kabler reported he wrote and spoke with DJJ Deputy Secretary Campbell regarding status, and virtual meeting among CDS, D. Crapps, DJJ, DOE, and the Florida Network was scheduled. Deputy Secretary Campbell and P. Kabler also discussed other CDS-related matters (i.e., new IYP-Gainesville shelter status and open houses, Annual Meeting & Celebration.)

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

P. Kabler reported the LSF Invitation to Negotiation has not been closed to-date.

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

Copies of the following contracts were included with the Meeting Materials: (a) CDS/LSF Amendment 116 – Opioid Settlement Funds (Levy County); (b) CDS (re: new IYP–Gainesville shelter) (i) Complete Network Solutions, (ii) All American Blind Company; (c) CDS/LSF – offer of additional prevention funds (re: overearnings); (d) CDS/FL Network Subcontract Amendment #11 (Domestic Violence Respite Services). Following motion by F. Williams and second by D. Crapps, the contracts were unanimously ratified.

**Report item – Grants update:**

P. Kabler reported CDS is participating in the following grant programs: (a) Frank Williams Retirement Party PayPal campaign; (b) Community Foundation for Northeast Florida; (c) First Federal Foundation; (d) U.F. Campaign for Charities (Leadership Campaign September 3-20, 2024; General Campaign September 30, 2024 – October 18, 2024.

**Report item – 11/14/24/24 Annual Meeting & Celebration:**

P. Kabler reported that the Annual Meeting & Celebration will be held on Thursday November 14, 2024, 6:00p–8:00p, at the 1908 Grand (Gainesville). D. Morgan is researching caterers.

**COMMITTEE REPORTS**

**Standing Development:**

D. Kinman-Ford reported on the following: (a) F. Williams Retirement Party is scheduled for June 15, 2024 with a CDS presence; (b) the May 15, 2024 Mi Apá Sprit Day occurred, but did not net a large amount; (c) new IYP-Gainesville shelter open houses are in planning; (d) planning for the November 14, 2024 Annual Meeting & Celebration has commenced.

**Ad Hoc Bylaws & Policies:** G. Levy reported the project is in process.

The meeting adjourned at 9:28AM.

**ADDITIONAL MATTER**

Following the meeting, J. Pearce’s consultation activities end with this Meeting. The Board presented him with a congratulatory plaque and cake in recognition of his decades of exemplary service to CDS, and the Executive Committee presented him with a laptop computer. J. Pearce presented valedictory remarks regarding his years with CDS.