**CDS Board of Directors Minutes**

July 11, 2024 at 8:31 AM

Attending Board Members: Tommy Lane, Daniel Crapps, David Flores (after approval) Becky Hunt, Gil Levy, Brenda Thornton

Attending Team Members: Phil Kabler, Cindy Starling-Hersey, Sabriena Williams, Zeke Whitter, Brian Smith Naomi Thompson, Kevin Lee

Guest: Tom Porter, CPA (ProActive Tax & Accounting)

**CALL TO ORDER/QUORUM CHECK**

A quorum was not in attendance with six Board Members present (after D. Flores was approved). T. Lane will contact those Board Members who typically do not attend or otherwise participate in Board Meetings or activities

Items passed during this and the June 13, 2024 meetings will be ratified at the September 12, 2024 Meeting.

**APPROVAL OF NEW BOARD MEMBER**

Following a motion by B. Hunt and second by G. Levy, D. Flores was unanimously approved as a Board Member. D. Flores agreed to be a member of the Development Committee.

**CONSENT ITEMS**

Following request by T. Lane, a motion to approve the Agenda and June 13, 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 circulated an updated FY 24/25 budget, as well as a FY 23/24 year-end Balance Sheet and Profit and Loss. Gross revenue for FY 23/24 exceeded $8.2MM, with the one-time shelter sale, DJJ construction reimbursements, and ERTC (Tranche 1) to be backed-out, and not including payments pending for the Basic Center Grants. This leads to an apparent going-forward budget shortfall of $671-684K.

T. Lane proposed a three-month committee to prepare a revenue enhancement plan. P. Kabler noted the Board had already, at its March 14, 2024 Board Meeting, unanimously adopted such a plan as part of its FY 2024-2029 Strategic Plan, referring specifically to Objective IV (pages 5-7) and Objective X (pages 16-17), and additionally Objective V (pages 7-8) regarding fiscal management. Further, P. Kabler and C. Starling-Hersey distilled the following revenue enhancement measures:

 CDS to endeavor to exceed contractual deliverables

 FY 24/25 FNYFS contract extended deliverables with rates increased

 CDS to become a marquee/prestige charity consistent with its prior rebranding

 CDS has not been a target of mid/high-level corporate/institutional/family donations

 The Board should consider 'give or get' donations to be Board Members as other non-profit boards do

 New programs must be:

 Revenue centers, not cost centers/loss leaders

 Thought of as investments

 Recognize that like with new employees, there will be substantial 'ramp-up' periods/costs for new programs

 Smaller fundraising events (initially three/year) should be conducted leading to at least quarterly

 CDS should solicit funding for prevention programs

 Intervention/treatment programs will require major structural changes in terms of accreditation, licenses, liability mitigation, and costs

 A quick review of long-term sunk costs identified $650,000 of long-term locked cash ($400,000 for new shelter, $250,000 tied-up in CASF’s non-interest bearing account)

G. Levy noted Amazing Give donations were down community-wide and economic conditions have tightened. Further in light of the preceding analysis no revenue enhancement committee is needed, although an annual review by management was requested. T. Lane requested the Strategic Implementation Plan be re-circulated to the Board.

**Report item – Comptroller search:**

T. Porter reported a new Comptroller has been identified, and is undergoing background screening and employment checks.

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

 (a) Following a motion by D. Crapps and second by B. Hunt, the following was unanimously ratified and approved:

Waive CDS to CASF reimbursement as discussed during the March 14, 2024 **CASF** Board Meeting (excerpt below from the CASF Meeting Minutes):

**Action item – New Interface Youth Shelter Payment Application #5:**

Payment Application #8 ($505,476.08) is due next week (Net 15). Following motion by F. Williams, and second by R. Mankin, payment of this invoice amount by CASF, was unanimously approved. It is anticipated that this amount will be reimbursed by the payments due from DJJ. T. Lane noted that this ability to make cross-account payments from reserves shows the strength of historically responsible fiscal management.

(b) Following a motion by B. Hunt and second by G. Levy, the following was unanimously ratified and approved:

Create NNN (Triple Net – real estate taxes/property insurance/maintenance) leases for each CASF-owned property (attending to administration of a specific FY 24/25 budget line):

Create simple NNN (Triple Net – real estate taxes/property insurance/maintenance) leases for each CASF-owned property, currently Bivens, and new IYP-Gainesville, later IYP-NW and Arlington. Going forward CDS will attend to capital repair items of other properties, subject to instruction of the Board to utilize CASF funds. This entails an annual $1,200 ($100 monthly) CDS to CASF rent structure (for Bivens [owned by CASF], IYP-Lake City/Arlington [currently titled in CDS], IYP-Palatka [leased from Putnam County], new IYP-Gainesville [leased from FL, building currently owned by CDS]) to reflect CASF’s bank account as a reserve for capital maintenance/repairs, since CDS pays the property insurance/taxes plus operating costs. [See (c) below.]

(c) Following a motion by B. Hunt and second by G. Levy, the following was unanimously ratified and approved:

Transfer funds from CASF SouthState Bank account (checking) to CDS South State Bank New Shelter account (money market):

The July 2, 2024 CASF account (checking) balance was $309,422.95. Upon Board approval in July, retain $50,000 in the CASF account (a reserve for capital maintenance/repairs; see (b) above) and transfer the balance to CDS New Shelter account, some of which can be applied to the new shelter fence and recreation area. When needed the CASF account will be replenished to $50,000 from the CDS Money Market account or other available funds.

**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**

Sabriena Williams, Interface Youth programs – Lake City and Palatka Regional Director, presented about the Summer Enrichment Program. In Lake City the Program is organized weekly in terms of themes and skills. Focus areas included music culture and history (e.g., Reggae, Hip Hop, country), theater and Broadway, dance. Numerous field trips were conducted and planned.

**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 was excellent during July. CDS achieved 100% compliance across 13 goals. Goals indicating underperformance are based upon lower referrals in certain program areas, which are being addressed by enhanced and specific outreach activities.

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

P. Kabler reported a Temporary Certificate of Occupancy is anticipated shortly, with a Final Certificate of Occupancy anticipated promptly thereafter. Transition to the facility will then ensue, and will take some weeks to finalize.

D. Crapps noted Brian Crawford of Concept Companies has pledged $50,000. P. Kabler will prepare a letter for D. Crapps to review and sign.

Health Department inspections are being scheduled.

A quote is being obtained to close the fence. D. Crapps suggested approaching Lowes and Home Depot for support.

An initial punch-list walk-through was conducted, with a follow-up to be scheduled.

T. Lane proposed naming the shelter in honor of Jim Pearce. Following a motion by D. Crapps and second by B. Hunt, the proposal were unanimously approved.

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

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

P. Kabler reported a virtual meeting was held among CDS, D. Crapps, DJJ, DOE, and the Florida Network was scheduled. An updated Cooperative Service Agreement was received and will be reviews to finalize.

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

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

[Post-Meeting note: LSF’s Managing Entity contract with DCF has been extended through June 30, 2025.]

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

Copies of the following contracts were included with the Meeting Materials: (a) CDS/FL Network Subcontract #19 (extension to 12/31/24); (b) CDS/LSF Amendment 117 – Opioid Settlement Funds allocation; (c) CDS/1908 Grand LLC (Annual Celebration & Meeting venue); (d) CDS (re: new IYP–Gainesville shelter) (i) Dowling Signs of North Central Florida, LLC (monument sign), (ii) Fence Pro of Mid Florida (perimeter fence); (e) CDS/FL Network Subcontract #20 (contracted amounts increased); (f) CDS/FL Network Universal Agreement for Emergency/Disaster Services; (g) CDS/LSF Preliminary PAN (funding). Following motion by B. Hunt and second by G. Levy, 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 (netted approximately $1,500); (b) Community Foundation for Northeast Florida ($10,000 request to reimburse new IYP–Lake City passenger van purchase deposit; (c) U.F. Campaign For Charities (Leadership Campaign 9/3-20/24; General Campaign 9/30/24 – 10/18/24); (d) First Federal Foundation ($2,250 awarded to be applied to new IYP–Gainesville shelter range/oven); (e) United Way of Suwannee Valley ($3,500 check replaced for IYP–Lake City); (f) Campus USA Credit Union ($1,000 awarded to be applied to IYP-Gainesville summer program).

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

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

The meeting adjourned at 9:42AM.