**CDS Board of Directors Minutes**

August 10, 2023 at 8:31 AM

Attending Board Members: Tommy Lane, Daniel Crapps, Richard Mankin, Frank Williams, Kandra Albury, Debby Kinman-Ford, Becky Hunt, Christy Milligan, Darleen Morgan, Elio Piedra (upon election), Brian Scarborough, Jason Shaw, Brenda Thornton (upon election)

Attending Team Members: Phil Kabler, Cindy Starling, Olga Rivera, Sarah Strohminger, Evelitza Soto, Lyanne Lopez-Tormos

Consultant: Jim Pearce

**CONSENT ITEMS**

Motion to approve the Agenda and June 8, 2023 Minutes was put forward for acclimation approval by B. Hunt, unanimously approved. The September Board meeting will be held on Tuesday, September 12, 2023, following the CDS Board Meeting (in-person at Bivens and via Zoom).

**Separate action item – Ratify Chief Jason Shaw’s term through February 2026:**

Motion to approve for acclimation approval was put forth by T. Lane, unanimously approved.

**Separate action item – Approve new Board Member applications – Elio Piedra, Brenda Thornton:**

Motion to approve for acclimation was put forth by T. Lane, unanimously approved.

**‘DEEP DIVE’ PRESENTATION – SNAP - CENTRAL**

Evelitza Soto, SNAP – Central Supervisor/School Base Lead: (1) introduced Lyanne Lopez-Tormos as the new SNAP – Central Case Manager; (2) discussed the nature of the SNAP Clinical and Snap in Schools programs, including admission criteria, parental involvement, and summer mini-sessions. An interactive discussion followed.

**FINANCIAL MATTERS**

**Report item – Budget report:**

O. Rivera presented the CDS/CASF May reports, and noted there is a $18,275.59 surplus for May 2023 (when rents to CASF and depreciation are removed per proper accounting practice), overearnings occurred with respect to the FL Network and LSF FY 22/23 contracts (with formulaic payments made), and the IYP-Palatka Basic Center grant carryover payment remains pending despite numerous resolution requests.

**Report item – Deficit reduction activities:**

P. Kabler reported and the following deficit reduction matters were discussed: (1) Sage will be replaced with QuickBooks resulting in an annual decrease from $3,400/year to $235/year ($160 for CDS license, $75 for CASF license), plus the separate cost of implementation consultant; (2) the new Blue Cross Blue Shield health insurance program will result in HMO participants’ paying zero for premiums, and PPO participants paying $50/pay period, with additional plan participants, and CDS’ paying a year-over-year increase of approximately $3,600 with no transfer from CASF.

**Report item – Deficit QuickBooks migration:**

O. Rivera reported that the migration of fiscal data from Sage to QuickBooks had begun, with the assistance of a third-party consultant.

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

P. Kabler reported that he was making periodic status follow-ups with the ERTC consultant.

**Action item – Ratify Bivens operating expenses:**

Motion to ratify the following Bivens operating expense by B. Hunt, second by D. Morgan, unanimously approved: Copan Maintenance Solutions - janitorial ($1,647/month).

**Report item – FY 23/24 Preliminary Budget:**

O. Rivera presented the FY 23/24 Preliminary Budget. Motion to approve the Budget by F. Williams, second by D. Crapps, unanimously approved.

**BUSINESS MATTERS**

**Report item – CINS/FINS deliverables**:

C. Starling-Hersey reported that deliverables are predicted to proceed a proper pace for all program areas, following a lower populated summer. She further reported on FY 22/23 FL Network and LSF overearnings.

**Report item – Contracts update**:

P. Kabler reported that the following contracts were executed or in-process: (1) BCBS health insurance renewal; (2) DJJ Amendment #2 (extension of Contract 10730 re: new Gainesville Interface Youth Shelter funding) and Amendment #3 (implementation of additional $1MM legislative allocation); (3) 8th J.C. State Attorney’s Office Memorandum of Understanding (re: voluntary charitable contributions); (4) Partnership for Strong Families – Independent Living FY 23/24 six-month Pre-Award Notice; (5) LSF Amendment 115.

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

P. Kabler reported that the following grants are in-process or under consideration: (1) Basic Center Grant renewals (submitted – result pending); (2) United Way of North Central Florida – new Interface Youth Shelter Program recreation area – Gainesville (submitted – result pending); (3) FEMA Emergency Food and Shelter Program (through United Way of North Central Florida; payment application submitted); (4) National School Lunch Program (for Interface Youth Program – Central; under consideration for IYP-C preliminary application, qualifying ongoing); (5) Rotary Foundation – Wild Game Feast; (6) U.F. Campaign for Charities.

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

P. Kabler reported that: (1) physical ground-breaking has occurred, with a current expected delivery date of late February or March 2024; (2) the City of Gainesville has waived the need for a lot split; (3) the building occupancy category has been amended from residential to institutional, resulting in an increased cost of approximately $40,000 for required firewalls and sprinklers; (4) the required backup generator is on back-order for an anticipated 50 weeks; (5) various furniture has been donated by the Gainesville Ronald McDonald House, with possible additional items from the North FL U.S. Attorney’s Office; (6) the existing IYP-Gainesville shelter has been appraised at $520,000, and that amount will be presented to Family Promise and Partnership for Strong Families.

Note: CASF has a sublease with DCF for the underlying property, CDS has a funding contract with DJJ, and CASF has delegated operations of the new IYP-Gainesville shelter to CDS, with CDS accepting that delegation, in both cases by unanimously adopted Board resolutions effective January 1, 2023.

**Report item - FY 24/25 Legislative Session:**

P. Kabler reported that Children’s Week at the Capitol is scheduled from January 14 to 19, 2024. CDS is not proposing any local legislative requests, and he will attend at programs supported by the FL Juvenile Justice Association and the FL Network of Youth and Family Services, including House/Senate advocacy visits supporting those organizations statewide legislative requests.

**Report item – Upcoming conferences/trainings:**

P. Kabler reported on the following recent past and upcoming conferences and trainings:

* FL Network QIC – 8/2–4/23 – P. Kabler was a presenter
* City of Gainesville Gun Violence Summit – 8/6–7/23
* FL Juvenile Justice Association Annual Meeting – 8/14–15/23
* FL Network/Forefront – QI Peer Reviewer Training
* FL Network Annual Meeting – 9/12–14/23

**Report item - Public events**:

P. Kabler reported that the following public events will occur:

* November – Annual Meeting (11/10/23, Fairfield Inn; potential speaker from National Runaway Safeline)
* November – hosting Florida Network of Youth and Family Services Certified Peer Review Training (tentative; date to be determined)

**COMMITTEE REPORTS**

T. Lane presented the current committee structure report, which is being revisited with new Board Members and current Board Members’ input.

D. Kinman-Ford reported that the Standing Development Committee has a meeting scheduled.

**ADDITIONAL MATTERS**

P. Kabler reported that Gwen Love’s retirement plaque is on order. It is hoped the Board can present it to her during its 9/12/23 Meeting.

P. Kabler reported that Louis Kalivoda’s memorial has been ordered.

E. Piedra discussed various fundraising-directed marketing ideas.

B. Hund discussed the importance of recognizing Team Members on an ongoing basis.

The meeting adjourned at 9:29 AM.