**CDS Executive Board Minutes**

September 9, 2021 at 8:55 A.M.

Attending Board Members: Becky Hunt, Bob Page, Richard Mankin, Frank Williams

Attending Staff: Jim Pearce, Michael Vetter, Tracey Ousley, Paula Moreno, Diana Sanchez

Call to Order – Richard Mankin

Approval of Agenda – N/A

Approval of Minutes from 8/12/21 – N/A

Michel Vetter was introduced as in-coming CEO, welcomed to Florida and CDS. There will be a transition through November and Michael will assume CEO duties 12-1-21. In the interim he will sereve as Project Manager on several projects.

**Finance Report:**

Diana presented the July 2021 Statements with Notes.

**Building Committee report**

A contract has been signed and sent to DJJ. We are close to a final contract on construction. The leased property for construction is mostly flood zoned. There are about two acres of dry areas that can be built on. DCF will have to be alerted that the location of the building within this property will change.

**Approve EEO Plan – Tabled.**

**CEO REPORT**

* DJJ contract signed – we are waiting for the executed contract to be returned.
* Employee Appreciation October 2021 – The 12th between 4:00 – 5:00pm at Bivens will be the first of 4 celebrations.
* Annual meeting 11/12/21 - will be held at the Sweetwater Inn. Paula discussed the planned agenda to include Senator Perry as Key Note Speaker.
* Hiring / Retention (increased bonus, retirement/supplement for existing staff, radio ad)

We have put in place a hiring bonus of $500 for new hires and $500 for the referring employee. An additional $500 for each will be paid if the employee remains employed more than 3 months. A retirement supplement was paid this week to existing eligible staff at 4%. A supplement of $70,000 will be paid to staff on 9/14/21, plus the additional amount of $19,178 distributed by the Florida Network for shelter staff.

* FL Network: Cancelled in person annual meeting due to Covid-19 surge.

Meeting adjourned 9:20