**CASF Board of Directors Minutes**

July 11, 2024 at 9:42 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.

**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**

**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.

**BUSINESS MATTERS**

**Report item – Board Summer Break:**

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

The meeting adjourned at 9:43AM.