**CDS Board of Directors Minutes**

February 8, 2024 at 8:34 AM

Attending Board Members: Tommy Lane, Daniel Crapps, Richard Mankin, Frank Williams, Becky Hunt, Debby Kinman-Ford, Gil Levy, Christy Milligan, Brian Scarborough, Chris Stokes, Brenda Thornton

Attending Team Members: Phil Kabler, Cindy Starling-Hersey

**CALL TO ORDER/QUORUM CHECK**

A quorum was in attendance with 11 Board Members present.

**CONSENT ITEMS**

Motion to approve the Agenda and January 11, 2024 Minutes, and ratify the actions taken at that Meeting, was made by B. Hunt, seconded by D. Kinman-Ford, which motion was unanimously ratified.

In light of the amount of matters to be discussed at this Meeting, a ‘Deep Dive’ presentation was deferred until the March 14, 2024 Board Meeting.

**FINANCIAL MATTERS**

**Report item – Monthly financials:**

P. Kabler reported that O. Rivera has resigned effective February 13, 2024. He presented the daily SouthState and Trust account balances and January 2024 statements.

P. Kabler reported commenced creating two segregated SouthState Bank accounts to hold the Board-identified funds for the new Gainesville Interface Youth Shelter ($400,000) and contractually required reserve (approximately $250,000-$260,000).

Following motion by G. Levy, and second by B. Hall, the engagement of Tom Porter, CPA, ProActive Tax & Accounting, to provide ‘CFO’ services (estimated at $1,600/month for CDS) was unanimously ratified.

Management is researching between multiple outsourced payroll vendors (e.g., QuickBooks Payroll, Gusto).

**Report item – Audit preparation status:**

P. Kabler reported he was called by the auditor, and final documents/details are being compiled for the audit report. The auditor anticipates concluding the audit report within two to three weeks. Going forward, CDS/CASF will return to a November conclusion date expectation.

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

P. Kabler reported CDS was contacted on an unsolicited basis about selling its ERTC claim (20% factoring rate). He contacted Douglas McDermott, CDS’ engaged ERTC’s consultant, who offered to have his company look at purchasing the claim at a proposed 10% factoring rate (with no change to the total 9% commission obligation), and will prepare the supporting application to obtain a qualifying estimate.

P. Kabler reported CDS was contacted on an unsolicited basis about selling its ERTC claim. He contacted Douglas McDermott, CDS’ engaged ERTC’s consultant, who offered to have his company look at purchasing the claim at an as-low-as 10% factoring rate (with no change to the total 9% commission obligation), and will prepare the supporting application to obtain a qualifying estimate.

**BUSINESS MATTERS**

**Report item – Programs deliverables**:

C. Starling-Hersey reported CDS’ CINS/FINS performance was 91.3% year-to-date for FY 23/24 (state same-period average). The Alachua County Truancy Court has not been active for a number of month, so referrals have not been recently transmitted. The Columbia County SNAP program is working to increase participation.

Prevention Services continue to outperform the contract.

All vans need to be replaced. T. Lane will consult with a contact about pricing, P. Kabler contacted the Legislative Delegation about ‘sprinkle’ funds to purchase four vans.

Following motion by R. Mankin, and second by B. Hall, T. Lane was authorized to negotiate the purchase and financing of a new van from Murray Ford, with a $10,000 down payment, and to execute and deliver the related documents, which motion was unanimously ratified. D. Crapps requested that $10,000 application be submitted to the Community Foundation for NE Florida through him.

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

C. Starling-Hersey reported the IYP-Gainesville QI monitoring resulted in all ‘Satisfactory’ scores.

QI is scheduled for April 3-5, 2024.

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

P. Kabler reported the building’s roof elements are installed. The builder estimates a late May 2024 delivery date.

D. Crapps and P. Kabler are working with Family Promise to finalize a purchase-and-sale agreement for the existing shelter, to be followed by a lease-back agreement. P. Kabler will sign and transmit the purchase-and-sale agreement following this Meeting.

**CDS – Columbia County School District:**

P. Kabler reported he has received and reviewed a draft Cooperative Service Agreement, and transmitted it to DJJ and DOE for additional review. The draft Agreement is currently with DOE.

**Report item – Florida Network of Youth and Family Services/DJJ Invitation to Negotiate:**

P. Kabler reported FNYFS filed a Notice of Protest to a DJJ ITN related to statewide CINS/FINS services, and DJJ retracted the ITN for the time-being. CDS will share a portion of the required bond cost. The Florida Network advised the previously noted ‘cone of silence’ has been lifted for the time-being.

The Florida Network’s relationship with DJJ leadership is positive. The biggest issue is medication errors; IYP-Palatka’s Director Alex Culbreth is participating on the Network’s workgroup.

P. Kabler noted that Management is using the audit/monitoring process to prepare for a possible sub-ITN.

Separately, P. Kabler reported that the LSF ‘cone of silence’ remains intact.

**CDS – Florida Network of Youth and Family Services Hill Day (1/24/24):**

T. Lane reported he and P. Kabler had a full day of meetings with Legislators and their Aides. The strategy for the visit was to (1) provide an update on CDS’ services, (2) thank them for their support of the new IYP-Gainesville shelter funding, and (3) advocate for the Florida Network of Youth and Family Services’ Legislative Budget Request. He noted he also asked the Legislators for unallocated funds related to the new Gainesville shelter’s recreation area, perimeter fence, solar panels, and vans.

**CDS – LSF Health Systems prospective additional business lines meeting (1/19/24):**

P. Kabler reported he and C. Starling-Hersey met with LSF leadership at their invitation about expanding CDS’ prevention services (to Putnam County) and moving into additionally licensed intervention and therapeutic services. The provided funding source documents will be reviewed for additional discussion with LSF staff, and then presentation to the Board.

**CDS – Contracts update:**

P. Kabler reported the following contracts were executed: (a) Levy County Prevention Coalition SAMH Funding – Independent Contractor Agreement; (b) Tartu Foundation SAMH Funding – Independent Contractor Agreement; (c) Third Amendment to Independent Contractor Agreement.

**COMMITTEE REPORTS**

**Standing Development:**

D. Kinman-Ford reported on the following activities are underway:

1. Social media in support of CDS’ desire to purchase a new van
2. Mi Apa Spirit Night fundraiser
3. Additional restaurant ‘mingling’ event
4. Amazing Give (April 25, 2024)
5. New Gainesville Interface Youth Shelter Open House/Family Day, wish list, naming opportunities

She further mentioned that it is timely for Board Members to consider making annual or periodic donations.

**Ad Hoc Bylaws & Policies:** G. Levy reported the project will be moved forward after the ongoing audits and monitorings.

The meeting adjourned at 9:14 AM.