**CDS Board of Directors Minutes**

March 9, 2023 at 8:35 AM

Attending Board Members: Tommy Lane, Richard Mankin, Frank Williams, Reggie Williams, Kandra Albury, Becky Hunt, Debby Kinman-Ford, Gil Levy, Darleen Morgan (upon election), Jason Shaw

Attending Team Members: Phil Kabler, Cindy Starling, Zach Toundas, Tammy White

Consultants: Jim Pearce, Amy Wagner

**Quorum check:**

A quorum was present.

**Action item – Consent Agenda Items (Agenda, February 9, 2022 Board Meeting Minutes):**

Motion to approve by G. Levy, second by R. Mankin, unanimous approval.

**Action item – Vote on Board Candidate Darleen Morgan:**

D. Morgan introduced herself and was welcomed by the Board. Motion to approve by F. Williams, second by R. Mankin, unanimous approval.

**Action item – Rename Standing Budget & Finance Committee as Finance & Audit Committee:**

Motion to approve by G. Levy, second by F. Williams, unanimous approval.

**Report - Future Board/Committee meetings:**

President Lane noted the future meetings listed on the Agenda.

**Report - Budget & Finance update:**

P. Kabler presented the January 2023 Statements with Notes and March 6, 2023 cash balances report. There were no questions.

**Report – Introduce Comptroller:**

T. White introduced herself and was welcomed by the Board.

**Report - CPA Audit Request for Proposals:**

P. Kabler reported that the Request for Proposals for Financial and Compliance Audit Services was posted on CDS’ website and e-mailed to pre-identified prospective candidates on March 13, 2023. The due date for responses is March 31, 2023 4:00p

**Report - Deficit reduction activities:**

P. Kabler reported that the deficit reduction activities and correlating amounts were included with the Meeting materials, and will continue to be in the future.

**Report – Commence FY 2023-2024 Budget:**

P. Kabler reported that the FY 2023-2024 Budget development process has begun with a projected Budget to be voted on by the Board at the June 2023Board Meeting.

**Report - CINS/FINS deliverables**:

C. Starling-Hersey reported that deliverables are trending to 100%, with CINS/FINS overearning potential. February 2023 Program Reports were included with the Meeting materials.

**Report – Department of Children & Families, Lutheran Health Services, Partnership for Strong Families monitoring/audits**:

C. Starling-Hersey reported that during the week of February 27, 2023 the following programmatic monitoring/audits were conducted: Department of Children & Families (Interface Youth Shelters relicensing), Lutheran Health Services (Prevention Services), Partnership for Strong Families (Independent Living). The monitoring/audits all appeared to be successful, with reports to be issued during the coming weeks.

**Report – Grant Writer update:**

A. Wagner introduced herself and was welcomed by the Board. She began work on a 1099 basis during January 2023. She has submitted a $50,000 grant application to the Bank of America Foundation to be used for a new van, with a response due in June 2023. She is now working on the following grant application projects: United Way of North Central Florida; Community Foundation of North Central Florida Women’s Giving Circle; Basic Center Grant renewal; Amazing Give; National School Lunch Program (to be followed over time with the USDA food program); and Children’s Trust of Alachua County. She will be working directly with the Development Committee. She is also working with P. Kabler on introduction letters to institutional and private donor prospects.

**Report - New IYP-C shelter update:**

P. Kabler reported that: (1) on March 15, 2023 he and Board Members will be visiting members of CDS’ catchment area Legislative Delegation to discuss the $1.5MM appropriations request and the Florida Network’s Legislative Budget Request; (2) during the week of March 27, 2023 he will return to the Capitol as part of the Florida Juvenile Justice Association’s Children’s Week; (3) following this Board Meeting P. Kabler, C. Starling-Hersey, Z. Whitter, Z. Toundas, and J. Pearce will participate in the likely final ‘Turn the Page’/’Check-Off’ plan review with the architect and contractor; (4) the Board instructed that roof-mounted solar panels are to be pursued, correlated with specific funding sources; (5) the Ground-Breaking Ceremony with the Grater Gainesville Chamber will be scheduled once the contractor recommends a date-window.

**Report – WUFT-TV “Greater Good” video:**

F. Williams and P. Kabler reported that the six-minute promotional video was premiered, and it was of a high quality. The video cost $500, and CDS may use it for its purposes. The video can be found on CDS’ Facebook page.

**Report - Rebranding Ribbon-Cutting (February 28, 2023, 1:00p, Bivens):**

P. Kabler reported that the event went well, with over 40 people in attendance. A strong-point was inclusion of programmatic stations tour which allowed the attendees to meet the Program Directors and learn about CDS’ scope of activities.

**Report – LSF Circuits 3 and 8 Town Hall (March 1, 2023, 1:00p, Bivens):**

P. Kabler reported that CDS hosted LSF’s Circuits 3 and 8 Town Hall at Bivens on March 1, 2023, with approximately 30 people in attendance. T. Lane greeted the audience. CDS will host more partner events to further raise its public profile, with the next being the FL Network’s SNAP Facilitators Training during April. CDS has also offered that the FL Network and the FL Juvenile Justice Association can conduct board meetings at Bivens.

**Report – Data system/Network security:**

Z. Toundas gave an extensive and detailed presentation regarding hardware and software security tools, anti-virus and anti-ransom wear methods, backups, and anti-phishing education, all in an effort to maintain data protection and privacy. The Board then engaged in active question-and-answer follow-up.

**Report – Development Committee:**

D. Kinman-Ford (Committee Chair) reported that: (1) lists of program wants and needs were circulated to the Board; (2) 11 of the Board Members have made financial contributions [updated to 12 following the Meeting]; (3) active participation and sharing in CDS’ social media accounts is encouraged; and (4) a November ‘ask’ event coordinated with Thanksgiving will be conducted.

**Report – Committee appointments:**

T. Lane reported that a list of Committee chairs and members was were included with the Meeting materials. P. Kabler reported that T. Lane had also appointed a Bylaws & Policies Committee.

**Good and welfare:**

1. R. Mankin discussed the potential impact of the current Legislative Session on public education.
2. P. Kabler reported that he had signed a Change of Insurance Agent/Broker-of-Record approval.

The meeting adjourned at 9:38 AM.