**CDS Board of Directors Minutes**

May 8, 2025 at 8:32 AM

Attending Board Members: Daniel Crapps, Richard Mankin, Gil Levy, Becky Hunt, Debby Kinman-Ford, Darleen Morgan, Jason Shaw, Brenda Thornton

Vice President D. Crapps chaired the Meeting in President Frank Williams’ absence.

Attending Team Members: Philip Kabler, Cindy Starling-Hersey, Darla Morgan, Monica Heinecker

**CALL TO ORDER/QUORUM CHECK**

A quorum was in attendance with eight Board Members present.

**CONSENT ITEMS**

Following motion by Darleen Morgan, and second by R. Mankin, the following were unanimously approved and ratified: (a) Meeting Agenda; (b) April 10, 2025 Meeting Minutes and actions; and (c) there will be no July Meeting.

**SPECIAL PRESENTATION**

Monica Heinecker, the Senior Youth Care Worker at IYP-Palatka, was congratulated by the Board for being awarded Florida Juvenile Justice Association Service Excellence Award. C. Starling-Hersey presented a video regarding M. Heinecker’s Award and accomplishments.

**FINANCIAL MATTERS**

**Report item – CDS/CASF fiscal activities:**

Darla Morgan reviewed the March 2025 financial data, including income and expense activities and account balances, a copy of which is attached below. Net revenues were down $2,294.14 for the fiscal year to-date as of March 2025. This is largely due to an updated accrual reconciliation of LSF prevention and FL Network DVR.

SouthState Bank and Truist Bank statements were included with the Meeting materials.

[Correction to the April 10, 2025 fiscal report: D. Morgan reviewed the *February* 2025 financial data.]

**Report item – Paylocity implementation status:**

Darla Morgan reported Paylocity implementation is implemented. A report is attached to these Minutes.

**Action item – Ratification of PTO accounting:**

P. Kabler reported Accrued Compensated Absences have been identified. Following motion by Darleen Morgan, second by R. Mankin, and unanimous approval, going forward 50% of the calculated amount will be segregated into a ‘phantom account’ (a permitted accounting technique) and reviewed as draw-downs occur.

**Action item – Employee Retention Tax Credit:**

P. Kabler reported four checks from the IRS totaling $1,656,679.09 were received and deposited into the designated SouthState Bank money market account.

A capital items expenditure plan (including debt payoffs) will be presented as an element of the FY 25/26 budget. Following motion by D. Kinman-Ford, second by R. Mankin, and unanimous approval, payment of ERC Guy LLC’s (Douglas McDermott) 9% fee ($149,101.12) will be made from the ERTC funds prior to the adoption of the FY 25/26 budget. [Post-Meeting note: The fee was paid May 9, 2025.]

Furdock Law, PLLC transmitted a demand letter and shortly after that issued a representation withdrawal letter.

The creation of a separate endowment of foundation organization will be explored for liability mitigation purposes.

**Action item – SouthState Bank loans status (term, line of credit):**

Following motion by Darleen Morgan, second by B. Hunt, and unanimous approval, payment of the $175,000 term loan (subject to accrued interest) will be made from the ERTC funds prior to the adoption of the FY 25/26 budget. [Post-Meeting note: The loan was paid-off May 9, 2025; $175,668.64 including accrued interest.]

G. Levy and Darleen Morgan recommended that the flood insurance element of the line of credit be reviewed with SouthState Bank, with a request that the LOC be converted to a unsecured loan.

**Action item – Ratification of First Federal Bank funding:**

Following motion by R. Mankin, second by B. Hunt, and unanimous approval, $24,000 from the Truist Bank account will be used to fund the new First Federal Bank account. An increased First Federal Bank interest rate has been requested and is pending.

[Post-Meeting note: The deposit to First Federal Bank was made May 13, 2025. Interest rate is 0.16% until $100,000 balance.]

Darla Morgan is working to have the federal Basic Center Grant payments transferred from Truist Bank to First Federal Bank. When that occurs, the Truist Bank account will be closed.

**Report item – FY 25/26 budget:**

Darla Morgan reported she has prepared an initial draft of the FY 25/26 budget, which is being reviewed by G. Levy.

**Report item – Insurance policies renewal:**

Darla Morgan reported the 2025/2026 property and casualty insurance policies were renewed. The single annual payment will be made.

P. Kabler reported the health insurance policy/benefits package is being finalized. While there will be an increase to CDS and the employee participants, efforts have been made to mitigate both increases.

**Report item – US Census annual reporting:**

D. Morgan reported she is preparing the US Census annual report, and will submit it prior to the May 14, 2025 deadline.

**‘DEEP DIVE’ PRESENTATION**

**Action item - CDS Amended & Restated Articles of Incorporation, Bylaws:**

G. Levy presented the draft Amended & Restated Articles of Incorporation and Bylaws for adoption. Per the Bylaws, there was an insufficient number of Board Members to vote for adoption.

P. Kabler was instructed to research if the Amended & Restated Articles of Incorporation and Bylaws can be adopted by some form of e-mail communication.

**BUSINESS MATTERS**

**Report item – Programs deliverables:**

C. Starling-Hersey reviewed her detailed written report regarding CINS/FINS and LSF performance data and trends, a copy of which is attached below.

**Report item – FL Network QI audits, DCF relicensure inspections:**

C. Starling-Hersey reviewed her detailed written report regarding the outcomes of schedule for FL Network QI audits and DCF relicensure inspections, a copy of which is attached below.

**Report item – Legal case update:**

P. Kabler reported that the plaintiff’s deposition in the employment case is scheduled for May 14, 2025. CARF is being updated on case developments per their requirements.

**Report item – Grant applications:**

P. Kabler reported the following grant applications were submitted: (a) Sunrise Rotary Club – IYP–Gainesville reading program (funds received); (b) United Way of Suwannee Valley – IYP–Lake City (Impact Grant – life skills educator; committee presentation May 14, 2025); (c) United Way of St. Johns County (programs support, generator, AED unit; preliminary report application approved); (d) Community Foundation of Northeast Florida – IYP–Palatka (enrichment programs; result pending approximately July).

**Action item – Approve/ratify contracts:**

Following motion by Darleen Morgan, second by D. Kinman-Ford, and unanimous approval, the following contracts were approved and ratified: (a) DJJ Mentoring Services; (b) FL Network SNAP for Probation; (c) UF College of Medicine, Health Families Alachua, Bradford, Union and Bradford Counties Memorandum of Agreement; (d) Levy County Prevention Coalition – Levy County Opioid Funding (to be amended); (e) IYP-Gainesville generator maintenance agreement (5-Year Basic Maintenance Plan – Semiannually); (f) FL Network of Youth and Family Services – Outline of new contract requirements for CINS/FINS and respite services

**Report item – 2025 Annual Celebration:**

P. Kabler reported CDS’ 2025 Annual Celebration is scheduled for November 13, 2025 at the 1908 Grant venue. Planning has begun, with a search for a Keynote Speaker.

**Action item – Approval to surplus or service two vans:**

Following motion by D. Kinman-Ford, second by B. Hunt, and unanimous approval, the blue Ford van posted to Bivens and the white Ford van posted to IYP-Palatka will be reviewed for surplussing or sale.

**COMMITTEE MATTERS**

**Report item – Standing Development:**

D. Kinman-Ford and P. Kabler reported the following events occurred or are being planned: (a) Amazing Give - April 24, 2025; (b) Kendra Scott jewelry – May 10, 2025; (c) UF Campaign for Charities - Leadership Campaign (September 2 –19, 2025); General Campaign (September 29 –October 17, 2025); (d) Tu Fiesta Latin Music Festival (November 1, 2025).

Vice President D. Crapps adjourned the meeting at 9:35 AM.

**CDS FINANCE/EXECUTIVE COMMITTEE**

**NOTES TO STATEMENT – MARCH 2025**

**REVENUES**

March 2025 – Revenues were steady and stable for March 2025. Nothing out of the ordinary. Income will be recognized on an accrual method, and will be itemized from the invoicing/billing.

Items of note affecting revenue variances include:

* LSF revenue accrued $64,357.81 vs received (03/05) $81,422.74 & (03/28) $75,589.08. February and March payments received in March 2025.
* Domestic Violence Respite had revenue of $3,827.25.
* Partnership for Strong Families: $7,722.44

**OTHER INCOME EXPLANATION**

* Donations Received in March 2025: $1,178.71
* Other Miscellaneous – Credit Card Rewards $128.85

Balance of Donation Account for Year-to-date is: $ 34,668.30.

These donations also include PayPal donations $305.00, Kendra Scott fundraising event $198.75, and deferred prosecution $500.00.

**EXPENSES**

Items of note affecting expenses include:

* Paylocity is up and running live as of April 3rd payroll.
* Reporting Directors Budget to Cindy monthly with updated numbers.

Fiscal Team is analyzing expenses on an in depth level to identify cost savings opportunities.

**ASSETS**

1. Truist Bank is the current account where the Federal Basic Center Grants are deposited. The funds are moved to the SouthState 2918 MM immediately after they are deposited.
2. The SouthState 2918 MM account is the main depository account for our grants, such as (CINS/FINS, Respite, LSF, PayPal, as well as any manual donation checks).
3. The SouthState 3353 Operating account is the where we conduct daily activity. The balance of $164,232.76 for March 2025, consist of the outstanding transactions that will clear in the following months.
4. The SouthState 9577 account is the set aside funds for the new Gainesville shelter.
5. The SouthState 9586 account is the ERTC balance after paying the $18,000.00 interest every month.

**BANK BALANCES AS OF MARCH 31, 2025**

* **SouthState Bank Accounts:**
  + **2918 MM - $ 663,861.01**
  + **3353 CK - $ 164,232.76**
  + **9577 MM - $ 152,995.35**
  + **9586 MM - $ 651,676.53**
* **Truist 8934 - CK - $ 25,000.00**

**$1,657,765.65**

**Available Cash as of MARCH 31, 2025**

**LIABILITIES**

1. Accounts Payable accounts including credit cards and payroll liability accounts are being reconciled currently with Fiscal Team. There is some training on these accounts that Fiscal has been working on.
2. I am working to reconcile the Accounts Receivable accounts prior to Audit time.

**PROGRAMS PERFORMANCE REPORT FOR CDS BOARD MEETING 5/8/25**

**April CINS/FINS Deliverables:**

Our current Florida Network score is 100% compliance on our performance measures.

March was our highest shelter performance month so far this fiscal year. We had 714 bed days (East-251, NW-233, and Central shelter-230. For April we had 663 bed days (East-285, NW-194, and Central- 180).

Our Community Counseling programs completed 37 new intakes for the month of March. In April, our community counselors completed 32 new intakes. During our monthly EMT meeting, Liz Tschumy, our Data Systems Manager, stated that our Community Counseling performance is the best this fiscal year than we have ever had in her tenure. As noted before, it is very difficult to open six new cases every month while continuing to see all youth on a weekly basis. It appears we will come closer than ever to meeting our deliverables.

SNAP deliverables – we are performing well.

**Prevention Programs:**

Theyare running well, and we are projected to earn our full contracted amounts from LSF. If LSF funds are available at the end of FY 24-25, we may earn additional dollars as we are on track to over perform.

**CINS/FINS Program Report:**

Our DCF licensure audits were completed on March 19, 26, and 27. (Gainesville, Lake City, and Palatka).

We received our DCF Child Caring Agency licenses for all three shelters on April 30, and each is valid through May 1, 2026. The summary report from their audit stated “CDS Family Behavioral Health - East, SVS-Central, and Northwest continue the long tradition of providing quality care services as Child Caring Agencies”. No deficiencies were noted.

We have now received a contract from the Florida Network for the new SNAP for Justice Program with an implementation date of July 1, 2025. We promoted Lyanne Lopez to SNAP for Justice Supervisor.

We expect to be implementing a new DJJ Mentoring Program in Levy, Gilchrest, and Dixie Counties also July 1, 2025. However, we are awaiting the contract from DJJ for the mentoring grant.

Our Lake City SNAP Clinical Program Manager was hired by the Florida Network. Leigh Kassem did a very good job of getting the program up and running effectively despite the difficulties we encounter with Columbia County Schools not making referrals directly to CDS. We just promoted, Meagan Greenwood, to SNAP Supervisor (NW). Meagan was the previous Case Manager for the SNAP program.

We have two additional recent promotions: Angela Williams to East Regional Director and Brandi Bell to NW Regional Director.

We completed our Lake City QI review last Wednesday and Thursday, April 23 and 24. Our preliminary findings were all ‘satisfactory’ with the exception of one ‘limited’ finding. Our behavior management program was not being completed by some staff as designed. I am in the process of reviewing newer behavior management models because one of my goals is to find and implement a new behavior management program for our shelters. Our current model is based on the old Boy’s Town model which is no longer a good fit for us. It is outdated and needs improvement.

We have our final QI audit in East next week on May 14 and 15.