**CDS Board Minutes**

August 12, 2021 at 8:30 A.M.

Attending Board Members: Tommy Lane, Bob Page, Richard Mankin, Daniel Crapps, Becky Hunt, Frank Williams, Phil Kabler

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

**Finance Report:**

Diana presented the June 2021 Statements with Notes. Motion to approve the finance report first by Bob Page, seconded by Daniel Crapps, all approved, motion carried.

**New CEO**

Michael Vetter Accepted the offer and starts work on September 7th 2021 as Shelter Project Manager. He begins as CEO on December 1, 2021.

Informational item.

**Building Committee**

Daniel reported that the Committee recommends Concept Company due to its fixed pricing. Motion to approve first by Phil Kabler, seconded by Becky Hunt, all approved, motion carried.

**DCF Land Lease Signed both parties:**

Jim Pearce reported the Land Lease was signed June 10th.

Informational Item.

**DJJ contract pending (all requested information provided)**

The Committee decided to authorize Jim Pearce to enter into contract with DJJ for the project grant. Updated Contracts are signed and sent to DJJ, we are awaiting their signatures. Motion to approve first by Bob Page, seconded by Tommy Lane, all approved, motion carried.

**Administrative Building: Move staff to Bivens/ sell 1218/1300**

Jim reported – we are looking to move staff located at 1218 building to the space left empty by Student Maid, with the intent to sell the 1218 building. We are hopeful that Granny D will purchase the 1300 building that they currently rent.

Informational item.

**CARF**

Jim reported he is confident we will receive 3 year accreditation. All three CARF reviewers were very complementary of CDS across the board. We expect to receive their report in 6-8 weeks.

Informational item.

**Annual meeting/Employee appreciation option**

Jim reported - The annual meeting will be held on November 12, at the Sweetwater Inn. Due to a full agenda at the annual meeting, it was decided to have employee appreciation events at the various sites in October. We will provide an itinerary for Board members to sign up to participate in these events.

Informational item.

**Clay Electric 10K Grant For East Shelter**

Jim Reported - . It is being used to cut down dead trees around the shelter and to cut back trees that are hanging over the roof. Also to install a fence in the back yard.

Informational item.

**United Way – new funding$19,000, reduced from $28,500/22,128 (Overall UW donations reduced)**

Jim reported that CDS received $19,000 for the new fiscal year. This was reduced from the prior year due to the shortfall in donations for United Way.

Informational item.

**Hiring/retention concerns**

We are having issues properly staffing our programs, particularly the shelters. We are considering paying $250 bonus to the employee hired and the recommending employee. Plus another $250 at the end of 3 months to each to address retention. We are recommending a retention bonus of $70,000 plus the legislative supplement from DJJ. More information will follow once the funding details are received. The hiring and retention issue is becoming critical, especially in our shelters, due to a minimum staff/child ratio which is required by licensing. Recently we’ve had occasion to furlough youth on the weekends because we did not have staff to cover. DJJ considers this to be a closure and not a furlough and therefore it is viewed as a contract violation. We are currently working with the Florida Network on a corrective action plan which we hope will resolve this issue.

Motion to approve the $70,000 retention bonus first by Tommy Lane, seconded by Richard Mankin, all approved, motion carried.

Motion to approve the 3% retirement contribution first by Bob Page, seconded by Phil Kabler, all approved, motion carried. A subsequent email vote approved 4% for retirement contribution.

Adjourned 9:05.