

## **CDS Board of Directors Minutes**

August 14, 2025 at 8:30 AM

Attending Board Members: Frank Williams, Richard Mankin, Gil Levy, Becky Hunt, Debby Kinman-Ford, Christy Milligan, Darleen Morgan, Jason Shaw, Sr., Brenda Thornton

Attending Team Members: Philip Kabler, Cindy Starling-Hersey, Lyanne Lopez Tormos, Darla Morgan

### **CALL TO ORDER/QUORUM CHECK**

A quorum was in attendance with nine Board Members present.

### **CONSENT ITEMS**

Following motion by D. Morgan, and second by B. Hunt, the following were unanimously approved and ratified: (a) Meeting Agenda; (b) June 12, 2025 Meeting Minutes and actions.

Updated Conflict-of-Interest forms will be made available at the September Board Meeting.

### **'DEEP DIVE' PRESENTATION – SNAP FOR YOUTH JUSTICE**

L. Lopez Tormos outlined the new SNAP for Youth Justice program with a supporting slide-set. Topics addressed included: (1) participant cohort (12-19 years old, from Circuit 3 and 8, on DJJ probation, eligibility/ineligibility criteria); (2) intake and case management functions; (3) tablet-based sessions content. Board Member question topics included: (1) referrals; (2) post-program tracking, including recidivism/ success rate, (3) pro-social activities.

### **FINANCIAL MATTERS**

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

D. Morgan reviewed her June 2025 written report (attached), including monthly (break-even) and preliminary year-end revenues (loss; subject to adjustments by CPA) and expenses (e.g., payroll, facility maintenance, food, mandatory training). She suggests it is in CDS' best interest to move towards an approximate \$200,000 annual expense decrease. The Finance & Audit Committee will consider those matters at its September meeting.

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

#### **Action item – Amended FY 25/26 budget (including ERTC tracking spreadsheet with spending plan):**

The Ad Hoc Endowment Committee proposed a spending plan for the ERTC funds.

At G. Levy's request, ERTC income and interest in the monthly financial statements will be recharacterized as non-operating 'below-the-line' items. Use of forward-looking interest will be reviewed.

P. Kabler reported an RFP has been issued to five local financial institutions for investment of a portion of the ERTC funds. F. Williams appointed an Ad Hoc RFP Responses Review Committee consisting of Daniel

Crapps (Committee Chair) and himself. (G. Levy and D. Morgan are ineligible from participation in matters related to the RFP review because the institutions where they work received RFPs.) A consultation with a law firm experienced with investment structuring was conducted.

A vote on the final FY 25/26 budget (including ERTC tracking spreadsheet with spending plan) will be deferred to the September Board Meeting.

**Report item – Transfer of Basic Center Grant account from Truist Bank to First Federal Bank:**

P. Kabler reported that consistent with the motion passed during the June 12, 2025 Board Meeting upon receipt of the August Basic Center Grant ACF deposit into the First Federal Bank account the remaining \$1,000 funds in the Truist Bank account will be moved to First Federal Bank, and the Truist Bank account will be closed.

**Action item – Umbrella insurance policy increase:**

Following motion by G. Levy, and second by D. Morgan, an increase of the umbrella insurance policy limit to \$3MM (premium \$16,841; over current \$11,852 premium for a \$1MM limit) was unanimously approved.

**BUSINESS MATTERS**

**Report item – Program deliverables:**

During the CDS/CASF fiscal activities report, C. Starling-Hersey presented the matters addressed in her August 7, 2025 written report to the Executive Committee (attached).

In addition to the seasonally lower CINS/FINS performance data, she noted the inception of two new programs with four new contracts. Program Directors are now working from Managers Budgets; she is educating them that they need to utilize those Managers Budgets in real-time and not on a one-twelfth even expenditure basis.

She further noted that IYP-Gainesville was recognized for zero medication errors during the recent Florida Network Quality Improvement Community conference

**Report item – LSF Desk Monitoring:**

C. Starling-Hersey reported there were no corrective actions requested.

**Report item - Strategic Implementation Plan/Strategic Five-Year Plan/Succession Plan quarterly review:**

P. Kabler reported CARF suggested as a best practice that CDS' 2024-2029 Strategic Implementation Plan, Strategic Five-Year Plan, and Workforce Gap Analysis and Succession Planning report be reviewed quarterly. Annotated review copies of the FY 24/25 Q4 documents were included with the Meeting materials.

**Report item – Legal case updates:**

P. Kabler reported the open worker's compensation was settled. CCDS paid \$100 as consideration for the release. The case will continue to be included in CDS' three-year experience period (i.e., Mod Rate).

Two OSHA complaints related to the Bivens building: (1) for vermin infestation, with a response requested – response sent with evidence of Florida Pest Control pest control service and a description of janitorial services, with no follow-up received as of the date of the Board Meeting; (2) for mold, with no response

requested – voluntary and proactive changing of various carpets (\$2,506.43), roof repairs, and replacement of various ceiling panels [post-meeting: estimated \$300-\$400 materials cost and \$480 installation by Copan Maintenance Solutions].

[Post-meeting note: CDS adv Jones remains an actively defended case.]

**Report item – Grant applications:**

P. Kabler reported the following grant applications were submitted or awarded: (1) United Way of Suwannee Valley – IYP–Lake City (Impact Grant – life skills educator; final award pending); (2) Campus USA Credit Union – July Community Wishes (IYP-Gainesville; \$1,935 awarded).

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

Following motion by R. Mankin, second by B. Hunt, and unanimous approval, the following contracts were approved and ratified: (a) Southern Air – IYP– Gainesville HVAC maintenance contract; (b) TaskForce Fore Ending Homelessness – Homeless Management Information System End User License Agreement; (c) FL Network Universal Agreement; (d) ACF Standby Systems, LLC – IYP– Gainesville Generac maintenance; (e) LSF – Amendments 122 and 123; (f) LSF Contract FL008.

The following are available on request: (a) CDS – FL Network Contracts #10848 (CINS/FINS; approved during the June 12, 2025 Board Meeting) and #10849 (SNAP for Youth Justice; approved during the May 8, 2025 Board Meeting), both due to length; and (b) CDS – DJJ Contract #10969 (Mentoring; approved as RFP response during the June 12, 2025 Board meeting, due to length and updated terms).

**Action item – Updated Bylaws, Amended & Restated Articles of Incorporation (circulated as part of May 8, 2025 and June 12, 2025 Board Meeting):**

A vote on the updated Bylaws, Amended & Restated Articles of Incorporation will be deferred to the September Board Meeting.

**COMMITTEE MATTERS**

**Report item – Standing Development:**

D. Kinman-Ford reported the following events occurred or are being planned: (a) UF Campaign for Charities - Leadership Campaign (September 2 – 19, 2025); General Campaign (September 29 – October 17, 2025); (b) Kendra Scott event (October 26, 2025; P. Kabler to work the event to save overtime expense); (c) Tu Fiesta Latin Music Festival (November 1, 2025); 2025 Annual Celebration (November 13, 2025; music, speaker, and sponsors arranged, caterer candidates being reviewed).

**Report item – Ad Hoc Endowment:**

This Committee's activities were described as during the Amended FY 25/26 budget (including ERTC tracking spreadsheet with spending plan) portion of the Meeting.

**Report item – Ad Hoc Personnel Survey:**

Activity on this Committee is pending.

Following motion by D. Morgan, second by R. Mankin, and unanimous approval, the Meeting adjourned at 9:28 AM.

## CDS FINANCE/EXECUTIVE COMMITTEE

### NOTES TO STATEMENT – JUNE 2025 (Fiscal Year End)

#### REVENUES

JUNE 2025 –

Items of note affecting revenue variances include:

- Income Statement will have negative amounts for the Month of June 2025 due to Year End Adjustments made. Yet YTD numbers are all positive amounts.
- Earned Inc – PSF has a negative amount for June 2025, yet for FY balance is \$21,763.24.
- ERTC adjustment:
  - Interest \$375,571.97
  - Misc. Income \$1,442,371.65
  - Totaling \$1,817,943.62

#### OTHER INCOME EXPLANATION

- Donations Received in June 2025: \$8,341.29 (\$7,500.00 Donation from The Community Foundation for Northeast Florida – East Shelter)

Balance of Donation Account for Year-to-Date is: \$ 45,669.44.

#### EXPENSES

Items of note affecting expenses include:

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

And preparing for the Audit – I spoke to Roby and agreed to have documentation to him by 8/20/2025.

#### 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 where we conduct daily activity. The Balance of \$144,560.10 consists of outstanding transactions that will clear in the following months.
4. The SouthState 9577 account is the set aside funds for the New Shelter.
5. The SouthState 9586 account is the ERTC balance of \$1,285,471.17

#### BANK BALANCES AS OF FEBRUARY 28, 2025

##### ➤ SouthState Bank Accounts:

○ \$ 152,022.94	-2918 MM	
○ \$ 144,560.10	-3353 CK	
○ \$ 151,191.1	-99577 MM	
○ \$1,285,471.17	-9586 MM	
○ \$ 99,000.00	-6565 First Fed	\$
○ <u>\$ 1,000.00</u>	-Truist 8934 - CK	
○ <u>\$1,857,245.40</u>	-Available Cash as of JUNE 30, 2025	

**LIABILITIES**

1. Accounts Payable accounts including credit cards and payroll liability accounts are being reconciled currently with Fiscals 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.

**AUDIT ITEMS**

---

Working with Auditor to complete Fiscal Year 2024-2025.

Multiple reports are to be sent to the Auditor by August 20<sup>th</sup>. Both Roby and I agreed on this date.

## **Cindy's Report for CDS Executive Committee meeting 8/7/25**

### **July CINS/FINS Report:**

July was a slow month for program deliverables in our CINS/FINS programs despite our summer enhanced programming. Please see the attached flyers that were distributed in schools and communities during April, May, and June. The youth that did participate reported enjoying the field trips and special summer activities. During July, our teams focused heavily on continued outreach activities and reviewing our newly executed CINS/FINS contract. The contract has many significant changes. In fact, our summer QIC meeting being held this week focused on the many new requirements and policy changes. We will be working to implement the changes throughout August.

### **Additional New Contracts Requiring Implementation in July/August**

We received two new contracts, one from the Florida Network, SNAP for Youth Justice, that will provide SNAP services to youth who are on juvenile probation. This contract through fiscal year 29-30 has total compensation of \$1,361,401.60. The current fiscal year 25-26 earning potential of \$272,280.32.

We also received a mentoring contract from the Department of Juvenile Justice. This program, Investing in Our Youth, will provide mentoring services to youth ages 10-17. This is a three-year contract totaling \$449,999.97. The implementation of these two new programs began in July and will continue throughout August. We are continuing the extensive background process to hire the required staff and to get them trained prior to implementation.

SNAP deliverables – Our SNAP staff just returned from a full week of SNAP Lead training with the Florida Network. The SNAP teams are completing intakes and have their full year's schedules completed. Family and youth groups are set to begin in August in Gainesville and Lake City.

### **Prevention Program Reports:**

Our prevention staff should be congratulated on a very productive fiscal year. They met and exceeded contract deliverables. We are hoping to receive over earned funds from LSF.

### **Compliance and Quality Assurance reports:**

We completed our East QI review on Wednesday and Thursday, May 14th and 15<sup>th</sup>. The possible ratings are: Satisfactory, Limited, or Failed. Our final QI report indicated satisfactory scores on 24 of the 26 indicators reviewed. We received a limited score on two indicators, training and medications. During July we hired a new registered nurse and residential supervisor in July. These two positions are critical to our overall quality performance and we greatly assist in both areas of medication distribution as well as documentation of yearly trainings.