**CDS Board of Directors Minutes**

September 12, 2024 at 8:33 AM

Attending Board Members: Tommy Lane, Daniel Crapps, David Flores, Becky Hunt, Debby Kinman-Ford, Gil Levy, Richard Mankin, Christy Milligan, Darleen Morgan, Brenda Thornton, Frank Williams

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

**CALL TO ORDER/QUORUM CHECK**

A quorum was in attendance with 11 Board Members present.

**CONSENT ITEMS**

Following request by T. Lane, the following matters were approved by acclimation: (1) Meeting Agenda; (2) July 11, 2024 (with June 13, 2024, May 9, 2024) Meeting Minutes and actions; (3) Frank Williams’ Board term was extended to January 2027, retroactive to January 2024 (with his Treasurer term extended through the current term).

**FINANCIAL MATTERS**

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

D. Morgan gave her initial report of CDS’ and CASF’s FY 23/24 fiscal activities. She reported on her ongoing work to reconcile the fiscal data presented to her, including regarding accounts receivable/payable, payroll, and year-end revenue and expense status and coordination. T. Lane discussed the ongoing need for clear and accurate records, particularly during the preparations for the FY 23/24 audit. Further, this is necessary for the Board to exercise its fiduciary duties over the long-term financial well-being of CDS and CASF. D. Morgan will continue to reconcile the records in concert with the auditor. T. Lane noted CDS and CASF maintain financial reserves in its bank accounts. P. Kabler noted funds are routinely moved from non-income producing to income-producing accounts. Compiled July 2024 SouthState Bank and Truist Bank statements were included with the Meeting materials.

**Action items – SouthState Bank CDS and CASF account activities:**

P. Kabler presented the following proposals to the Board: (a) Reallocate/close SouthState Bank account – CDS \*5836 (Cafeteria Plan; balance = $2,615.23; to \*3353), (b) reallocate/close SouthState Bank account – CDS \*9595 (Project Payback; residual balance = $1,200.00; to \*2918); (c) close SouthState Bank account – CASF \*8396 (Limited purpose compliance; balance = $0.00). Following motion by D. Morgan, second by B. Hunt, the preceding proposals were unanimously approved.

**Action item – Additional SouthState checking account signatory:**

P. Kabler presented the following proposal to the Board: Approve Alex Culbreth, CDS’ Quality Assurance Director, as additional/backup signatory the on SouthState Bank \*3353 (CDS Operating) checking account. This will permit an additional in-office signer for CDS’ and CASF’s checking accounts in case P. Kabler or C. Starling Hersey are unavailable. That would reduce the need to call on Officers to come in, and is a matter of operational convenience. Following motion by D. Morgan, second by B. Hunt, the preceding proposal was unanimously approved.

**Report item - Employee Retention Tax Credit:**

T. Lane reported the IRS full grant remains pending with active follow-ups to repay the advance loan and provide CDS with funds for application and further reserve. P. Kabler reported the advance loan interest is being paid monthly.

**Report item – Credit card program:**

D. Morgan reported the SouthState Bank – Elan credit cards have circulated and she will manage that account (e.g., utilization, individual card limits). The existing Capital One account will be closed in one to two months. P. Kabler reported D. Morgan will be allocated an American Express card.

**‘DEEP DIVE’ PRESENTATION**

C. Starling-Hersey presented a 2023 CDS year-in-review slide-show.

**BUSINESS MATTERS**

**Report item – Programs deliverables:**

C. Starling-Hersey reported August 2024 CINS/FINS performance was cyclically lower as is typical longitudinally. That is due to, among other causes, the early school year – for example, no truancy matters, no initial report cards. The CINS/FINS programs are engaged in active outreach to develop referrals.

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

The Ribbon-Cutting Ceremony is scheduled for Thursday September 19, 2024, 11:00a – 1:00p. P. Kabler was requested to send the event agenda to the Board. [Post-meeting: The Agenda was transmitted.] Room naming opportunities will be made available at the Ceremony.

**Report item - Columbia County School District:**

P. Kabler reported the Cooperative Service Agreement with the Columbia County School District has been concluded and executed.

**Report item – DJJ/FL Network Invitation to Negotiate:**

P. Kabler reported DJJ extended the Invitation to Negotiate process with no current completion date, with the ‘cone of silence’ still in-effect.

**Report item – LSF/DCF Invitation to Negotiate:**

P. Kabler reported the DCF/LSF Invitation to Negotiate is still in-process (not due to the NE Region of which CDS is a part), with the ‘cone of silence’ still in-effect.

**Report item – DJJ (through FL Network) Staff Retention Bonus:**

P. Kabler reported DJJ (through the FL Network) arranged for a $1,100 (pre-payroll tax) retention bonus for qualifying employees. CDS provided the bonus to 22 employees, and has applied for reimbursement from the FL Network.

**Report item – 2025 Legislative Budget Request prospect:**

P. Kabler reported CDS will submit a 2025 Legislative Budget Request to purchase four new vans.

**Report item – November 2, 2024 Tu Fiesta Radio Festival:**

P. Kabler report Board member Elio Piedra has granted CDS an outreach table at the Tu Fiesta Radio Festival at the Gainesville Bo Diddley Plaza. Attendance is predicted at 4,500.

**Report item – Grants update:**

P. Kabler reported CDS is participating in the following grant programs: (a) United Way of Suwannee Valley – Interface Youth Shelter – Lake City ($5,000 awarded to replace furnishings/appliances); (b) Community Foundation for Northeast Florida – Interface Youth Shelter – Lake City ($10,000 towards the new passenger van); (c) U.F. Campaign for Charities; (d) Gainesville Rotary Foundation – Wild Game Feast (recreation area, solar panels); (e) Rotary Club of Gainesville Sunrise – new Interface Youth Shelter – Gainesville (installation of landscaping; $1,696 for two patio sets).

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

Copies of the following contracts were included with the Meeting Materials: (a) CDS – FL Network Subcontract Amendment #11 (Domestic Violence Respite extension through 12/31/24); (b) CDS – FL Network Subcontract Amendment #19 (CINS/FINS renewal through 12/31/24); (c) CDS/FL Network Subcontract Amendment #20 (CINS/FINS rate increase through 12/31/24; (d) FL Network Universal Agreement – Emergency/Disaster Shelter; (e) CDS/LSF Amendment 117 (opioid funding); (f) CDS/LSF Amendment 118 (prevention renewal, with backups); (g) CDS/Wiginton Fire Systems (new IYP–Gainesville shelter fire inspections); (h) CDS/College Hunks (new IYP–Gainesville shelter relocation). Following motion by D. Morgan, second by B. Hunt, the preceding proposals were unanimously approved.

**Action item - Approve Memorandum of Understanding:**

P. Kabler presented the Memorandum of Understanding under which: CDS will pay all maintenance, repair, applicable property taxes, property and liability insurance, utilities, and other operating costs at the real properties owned or leased by CASF; CDS may apply to CASF for CASF to pay or reimburse major capital costs related to the Properties; and CDS shall pay CASF $1,200.00 each July 1st (in advance) plus applicable sales tax as rent for CASF-owned Properties. The term of the Memorandum shall be in effect from July 1, 2024 through June 30, 2033, subject to extension. The Memorandum is in lieu of NNN leases. Following motion by D. Morgan, second by B. Hunt, the preceding item was unanimously approved.

**Report item – November 14, 2024 Annual Celebration & Meeting:**

P. Kabler reminded that the Annual Celebration & Meeting will be held on Thursday November 14, 2024, 6:00p–8:00p, at the 1908 Grand (Gainesville).

**COMMITTEE MATTERS**

**Report item – Standing Development:**

D. Kinman-Ford encouraged Board Members to donate items from the Amazon Wishlist to the new Gainesville Interface Youth Shelter. She also explained the room naming opportunities for the new Shelter.

She then turned to the Annual Meeting. All Board Members are encouraged to bring three guests, and to assist with obtaining $10,000 to cover the anticipated event expenses. D. Kinman-Ford and D. Morgan are providing the beverages.

**Report item – Bylaws & Policies:**

G. Levy reported that the CDS Bylaws have been drafted. He will circulate the draft to the Board Members.

The meeting adjourned at 9:32AM.