**CDS Board of Directors Minutes**

October 17, 2024 at 8:34 AM (rescheduled from October 10, 2024 due to Hurricane Milton)

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

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) September 12, 2024 Meeting Minutes and actions; (3) November 14, 2024 Board Meeting deferred (due to November 14, 2024 Annual Celebration & Meeting.

**FINANCIAL MATTERS**

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

D. Morgan presented a compiled July/August financial activities report. She noted the combined two-month period balance was up, with July showing a strong increase and August a deficit, both on an accrual basis. She noted there is no year-end FY 23/24 report to-date due to the ongoing audit. T. Lane remarked CDS benefits from cash balances in its accounts. P. Kabler daily account balances, accounts payable, and accounts receivable are constantly monitored. G. Levy and F. Williams expressed disappointment that a draft audit report was not yet available. Compiled September 2024 SouthState Bank and Truist Bank statements were included with the Meeting materials.

**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 all 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 approximately one month. All American Express cards have been allocated.

**BUSINESS MATTERS**

**Action item – Elect Officers:**

Following motion by F. Williams, second by D. Kinman-Ford, and unanimous approval the election of Officers was deferred until the December 12, 2024 Board Meeting.

**Report item – Circulate Employee Handbook, Volunteer & Intern Handbook:**

P. Kabler noted the draft Employee Handbook and Volunteer & Intern Handbook were included were included with the Meeting materials to be approved during the December 12, 2024 Board Meeting.

**Report item – Programs deliverables:**

C. Starling-Hersey reported CDS achieved 100% CINS/FINS report card compliance through September 2024. Shelter performance is lower at 79.4%. Tours are being arranged to increase referrals; a discussion ensued regarding referrals (including law enforcement tours) LSF performance is on-track.

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

DCF licensure is pending, with move-in to follow. The existing shelter will then be vacated, with turnover to Family Promise. The Sunrise Rotary Club has adopted CDS and the new shelter as a service project from October through December, and will attend to additional landscaping.

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

P. Kabler reported Florida Network will move to contract negotiations. The ‘cone of silence’ remains 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 – Grants update:**

P. Kabler reported CDS is participating in the following grant programs: (a) Community Foundation for Northeast Florida – Interface Youth Shelter – Lake City (new van); (b) U.F. Campaign for Charities; (c) Gainesville Rotary Foundation – Wild Game Feast (awarded); (d) Community Foundation of North

Central Florida – Capacity Building (Prevention Program tablets; application transmitted).

**Report item – Fundraising events:**

PNK reported CDS is participating in the following fundraising events: (a) Giving Tuesday (12/3/24); (b) Kendra Scott Jewelry – Butler Plaza Town Center (12/8/24, 1:00p-3:00p), (c) Friendsgiving campaign.

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

Copies of the following contracts were included with the Meeting Materials: (a) CDS – Dowling Signs of North Central Florida LLC (new IYP-Gainesville shelter monument sign final payment); (b) CDS – GFL Solid Waste Southeast, LLC (new IYP-Gainesville shelter); (c) CDS – WebrestaurantStore.com (new IYP-Gainesville shelter additional sink); (d) CDS – W.W. Gay (existing IYP-Gainesville monitoring agreement termination). Following motion by B. Hunt, second by F. Williams, the preceding proposals were 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 all Board Members to bring three guests, and to assist with obtaining $10,000 to cover the anticipated event expenses.

**Report item – Bylaws & Policies:**

G. Levy requested that the matter be deferred until the December 12, 2024 Board Meeting.

**ADDITIONAL MATTERS**

F. Williams asked that the CDS intranet URL be provided to the Board.

The meeting adjourned at 9:19AM.