**CDS Board of Directors Minutes**

December 12, 2024 at 8:35 AM

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

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

Guest: Roby Thomas, CPA

**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) October 17, 2024 Meeting Minutes and actions; (3) CDS intranet URL (<https://www.cdsgvl.org/>) circulated.

**FINANCIAL MATTERS**

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

D. Morgan reviewed the October 2024 written financial report, including income and expense activities and account balances. Revenue is trending upward. During October there was a one-month net loss of $218,548.05, due to non-recurring expenses (e.g., third payroll, increased and duplicate two Gainesville shelters’ operating expenses, allocated as $34,000 to the ‘old’ shelter and $32,000 to the ‘new’ shelter); from July through November, net income is up $134,167.24.

The periodic Directors’ Budget and payroll automation are being developed.

Compiled November 2024 SouthState Bank and Truist Bank statements were included with the Meeting materials.

**CDS/CASF – Report item – FY 2023/2024 Audit Report:**

R. Thomas, CPA presented the draft FY 2023/2024 Audit Report (single audit). The result of the ‘clean’ Report noted unmodified financial statements and findings related to unpaid 941 returns. A management plan is in-place to proactively prevent further delinquent 941 filings. Income was nominally substantially increased during the period due to the sale of the existing IYP-Gainesville shelter and the receipt of an ERTC-related loan. LSF and new Gainesville IYP related income also increased annual revenue. Expenses were also higher due to the construction of the new IYP-Gainesville shelter. CDS showed a positive revenue balance during the period. The Current Ratio for the period was 2.31 and margin was 30.95%. No disagreements with management were noted. An effort to utilize electronic payroll should be incepted to further manage overtime. Motion to accept the FY 2023/2024 Audit Report by F. Williams, second by B. Hunt, unanimously approved.

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

T. Lane reported the application is being processed with the IRS. Monthly interest payments ($18,000) payments are being made with funds derived from the dedicated SouthState Bank money market account (\*9586). Attention is being paid due to the advance loan maturity date.

The recent check received ($5,280.87) from the ERC processor was not related to the ERC itself, but was instead a forwarded 941 overpayment refund.

**Report item – Credit card program:**

D. Morgan reported the account has been paid-in-full and closed. P. Kabler reported Tracey Ousley, the account’s personal guarantor, has been informed.

**Action item – Ratify adding of Alex Culbreth (Quality Assurance Director) as additional/backup signatory on SouthState Bank \*3353 (CDS Operating), \*5844 (CASF):**

Motion to ratify adding of Alex Culbreth (Quality Assurance Director) as additional/backup signatory on SouthState Bank \*3353 (CDS Operating), \*5844 (CASF) by D. Morgan, second by D. Flores, unanimously approved.

**Action item – Approve closing Truist Bank account (Basic Center Grant receipt) to transfer to a new First Federal Bank account:**

Motion to approve closing Truist Bank account (Basic Center Grant receipt) to transfer to a new First Federal Bank account by B. Hunt, second by F. Williams, unanimously approved.

**BUSINESS MATTERS**

**Report item – Departing Board Members:**

P. Kabler reported Judge Joseph Smith, Superintendent Jim Surrency, and Reginald Williams will depart from the Board effective December 31, 2024. Brian Scarborough departed December 1, 2024, and simultaneously joined the Advisory Board.

**Report item – Programs deliverables:**

C. Starling-Hersey reported residential performance was lower than the statewide year-to-date average during November at 77.2% and non-residential performance was higher at 99.1%. LSF performance remains strong.

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

P. Kabler reported the FL Network and DJJ are negotiating a new contract following the Invitation to Negotiate.

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

P. Kabler reported DCF awarded LSF the Invitation to Negotiate for North Central/Northeast Florida, including Circuit 5.]

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

P. Kabler reported that upon release of the House and Senate application forms, CDS will apply for funding to purchase four new passenger vans.

**Report item – DCF licenses:**

C. Starling-Hersey reported DCF licenses were awarded for the new IYP-Gainesville shelter and CDS prevention services.

**Report item – New IYP-Gainesville shelter status:**

C. Starling-Hersey reported the new shelter is open and populated with resident youth.

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

P. Kabler reported the event produced a cash-on-cash surplus. The surplus was supported by in-kind contributions.

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

P. Kabler reported a number of CDS Team Members participated in the Festival, which was organized by Board Member Elio Piedra.

**Report items – (a) Kendra Scott (jewelry) (December 8, 2024, 1:00p–3:00p), (b) MediCi The Neapolitan Pizza (February 11–15, 2025):**

P. Kabler reported the results of the Kendra Scott fundraiser will take approximately one month be paid. A second event is scheduled for February 8, 2025. The MediCi fundraiser is being planned.

**Action item – Ratify (annual) Employee Handbook, circulate Volunteer & Intern:**

Motion to ratify (an annual process) the updated Employee Handbook (circulated for the October 17, 2024 Meeting) by B. Hunt, second by D. Morgan, unanimously approved. The Volunteer & Intern Handbook was circulated for information purposes.

**Action item – Approve existing van repairs:**

The white passenger van currently housed at Bivens will be repaired (approximately $5,000 from estimate attached to the Meeting materials), deployed to the IYP-Palatka shelter, and repainted. The repair work will be done by Dave Mays Automotive per the estimate included with the Meeting materials; as an exception to multiple bid policy (1253) due to the extensive nature of the work and the vendor’s experience. (P. Kabler disclosed he is personally familiar with the vendor and its owners and the nature/quality of the vendor’s work.) Motion to approve the repairs by D. Morgan, second by B. Hunt, unanimously approved.

The passenger van currently housed at the IYP-Palatka shelter will be sent to Bivens for repairs and re-deployment. The blue van currently housed at Bivens will be renovated for sale.

**Action item – Approve Windfall Donations Policy:**

Motion to approve the draft Windfall Donations Policy (attached to the Meeting materials) by B. Hunt, second by F. Williams, unanimously approved.

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

P. Kabler reported the status of the following contracts: (a) CDS/LSF SOR IV Year 1 (school/community prevention – $101,980.45), (b) CDS/LSF Amendment 119 (opioid response year 6, item MSSP6 – $41,259), (d) CDS/LSF Amendment 120 (opioid response year 7 re: Levy County, item MSSP7 retroactive to 7/1/24 – $101,980), (d) CDS/Florida Pest Control (new IYP–Gainesville shelter – $35/month). Motion to approve/ratify the contracts by D. Morgan, second by B. Hunt, unanimously approved.

P. Kabler reported an application responding to the DJJ Mentoring Services RFP has been submitted.

**Report item – Grants update:**

P. Kabler reported the status of the following grant applications: (a) Community Foundation for Northeast Florida – Interface Youth Shelter – Lake City; (b) U.F. Campaign for Charities; (c) Gainesville Rotary Foundation – Wild Game Feast (not awarded); (d) Community Foundation of North Central Florida Capacity Grant (tablets for Prevention Programs $2,339.78 awarded).

**COMMITTEE MATTERS**

**Report item – Standing Development:**

D. Kinman-Ford thanked the Board, Team Members, and sponsors who supported and attended the Annual Celebration and Meeting.

**ADDITIONAL MATTERS**

**‘Deep Dive’ presentation – CDS and CASF Board President and Treasurer Annual Reports:**

T. Lane presented as his President’s Report that he has resigned from the Board and the Board effective December 31, 2024. He provided a written valedictory statement regarding his personal feelings about CDS’ history, present, and future. A special breakfast was organized in his honor, and he was presented a $250 Embers certificate as a gift by the CDS Board and Team.

F. Williams reiterated the findings of the Audit Report as his Treasurer’s Report.

**Elect Officers (effective 1/1/25):**

Following motion by T. Lane, second by Hunt, the following slate of Officers for 2025 was unanimously elected: President – F. Williams; Vice President – D. Crapps; Secretary – R. Mankin; Treasurer – Gil Levy (absent).

[Post-meeting: G. Levy accepted his election as Treasurer.]

The meeting adjourned at 9:28AM.