**CDS Board of Directors Minutes**

February 9, 2023 at 8:29 AM

Attending Board Members: Tommy Lane, Daniel Crapps, Richard Mankin, Frank Williams, Reggie Williams, Kandra Albury, Becky Hunt, Veita Jackson-Carter, Debra Kinman-Ford, Gilbert Levy, Brian Scarborough, Jason Shaw, Joseph Smith, Christopher Stokes, Robert Thomas

Attending Team Members: Phil Kabler, Cindy Starling, Leigh Kassem, Paula Moreno

Consultant: Jim Pearce

**Quorum check:**

A quorum was present. Self-introductions were made due to new Board Members.

**Action item - Agenda:**

Motion to adopt by D. Kinman- Ford., second by F. Williams, unanimous approval.

**Action item – January 12, 2023 Board Meeting Minutes:**

Motion to approve by V. Jackson-Carter, second by L. Levy, unanimous approval.

**Report - Future Board/Committee meetings:**

President Lane noted the meetings listed on the Agenda.

**Report - Budget & Finance update:**

P. Kabler presented the December 2022 Statements with Notes. There were no questions.

**Report - Comptroller Search:**

P. Kabler reported that following an interview, an offer was make to a candidate and accepted. The candidate is undergoing background screening.

**Report - CPA Audit Request for Proposals:**

P. Kabler reported that a Notice of Request for Proposal for Financial and Compliance Audit Services was posted on CDS’ website and e-mailed to pre-identified prospective candidates on 2/6/23, with the RFP to be available 2/13/23.

**Report - CPA Audit:**

President Lane noted he spoke with the Auditor and presented his objection regarding the Auditor’s notation of a “significant deficiency” which is not considered to be a “material weakness”, which was related to the booking of DJJ draw-down payments related to the new Interface Youth Shelter, following CDS’ observing the Auditors’ prior year advice.

**Report - Deficit reduction activities:**

P. Kabler reported on ongoing activities (e.g., eliminated positions through attrition, ongoing overtime review/management, purchase order review/ management/rejection when-appropriate, and one-week lagging weekly cash management reports). P. Kabler and C. Starling continue to monitor one-week lagging NetMIS/CINS-FINS performance data and cash balances. D. Kinman-Ford addressed the need to focus on Team Member morale as deficit reduction activities occur.

**Report - CINS/FINS deliverables**:

C. Starling-Hersey reported that our Florida Network CINS/FINS ‘Report Card’ for January 2023 is pending receipt. Deliverables remain on-track. [Post-Meeting note: The January 2023 Report Card showed 100% compliance with required 13 metrics.] The FL Network has reported there is a potential to be compensated for overearning contract deliverables. January 2023 Program Reports were included with the meeting materials packet. (December 2022 Program Reports were included with the 1/12/23 meeting materials packet.) V. Jackson-Carter addressed the need to focus on Team Member self-care, mental health and wellness during the current transformational period.

**Report Quality Inspection preparations:**

C. Starling-Hersey reported that the Interface Youth Shelter – Gainesville underwent its state health inspection, took all required corrective actions (e.g., fence repair, water heater replacement, bathroom repair) The annual Department of Children and Families shelter relicensing inspections are scheduled for 2/27-28/23, with document production occurring. The 2023-2024 CARF manuals have been ordered in anticipation of preparing for the 2024 re-accreditation process.

**Report - Contracts signed:**

P. Kabler reported that the following contracts were recently signed: FL Network Subcontract Amendment #8 (Domestic Violence Respite Services); FL Network Subcontract Amendment #17 (adding Circuit 3 SNAP); FL DCF Economic Self-Sufficiency Community Partner Agreement. Leigh Kassem introduced herself as the new Circuit 3 SNAP supervisor, and discussed the increased level of Team morale, C. Stokes reported on the Circuit 8 SNAP program activities at the Willie Mae Stokes Community Center.

**Report – Independent Contractor Grant Writer:**

P. Kabler reported that Amy Wagner been engaged as an independent contractor Grant Writer. Her current projects involve the upcoming Basic Center Grant renewal (possibly adding the NW Region), National School Lunch Program, Bank of America grant, and grants for replacement vans and Interface Youth Shelter – Lake City fence.

**Report - New IYP-C shelter update:**

P. Kabler reported that: (1) the $1.5MM appropriations requests submitted to Speaker Chuck Clemons and Senator Keith Perry are in-process; it appears that Senator Perry will move the request forward, with its going the Criminal and Civil Justice Appropriations Committee chaired by Senator Jennifer Bradley; (2) a number of Board Members will accompany P. Kabler for the FL Network Hill Day; (3) a preliminary appraisal of Bivens is $1.65 million, with the written report to follow; (4) P. Kabler, C. Starling-Hersey, Zeke Whitter, and Jim Pearce will participate in a virtual ‘Turn-the Page’/’Check-Off’ meeting with the architects on 2/13/23; (4) a Ground-Breaking (in collaboration with the Greater Gainesville Chamber) is anticipated to occur in March or April; (5) P. Kabler had a ‘walk-and-talk’ meeting with DJJ Secretary Hall about the appropriation request and inviting him to attend the Ground-Breaking.

**Report - Rebranding Ribbon-Cutting (February 28, 2023, 1:00p, Bivens):**

P. Moreno reported that event is organized, and all Board Members are requested to attend. New CDS-logo’d shirts were distributed. P. Moreno will provide ‘talking points ’to Board Members. ‘Hard’ name tags are being ordered for each Officer/Board Member.

**Report – LSF Circuit 8 Town Hall:**

P. Kabler reported that CDS will host LSF’s Circuit 8 Town Hall at Bivens, with the date to be announced. [Post-Meeting note: March 1, 2023.]

**Report – Development Committee:**

D. Kinman-Ford (Committee Chair) reported that the Committee will hold its organizational meeting following the Board Meeting. She strongly encouraged all Board Members to begin making financial contributions to CDS so full participation can be achieved and maintained.

**Action item – Approve updated Employee Handbook:**

The draft updated Employee Handbook was included with the meeting materials packet (link) for review by the Board Members. The Handbook contains CDS’ retained employment lawyer’s input. Motion to approve by D. Kinman-Ford, second by C. Stokes, unanimous approval.

**Action item – Ratify disposition of surplus RAV4 (Interface Youth Program – Lake City):**

C. Starling-Hersey reported that following research there are no conditions of disposing of the vehicle. The purpose is to remove the vehicle which does not function, and has been parked for a number of years, from CDS’ insurance. Motion to ratify/approve by R. Thomas, second by B. Scarborough, unanimous approval.

**Report – Flood insurance proposals:**

P. Kabler reported that the Executive Committee recommended, after discussing the current flood zones of CDS’ real property, not procuring any flood insurance at the present time. (Proposals included with the meeting materials packet.) Motion to approve by D. Crapps, second by F. Williams, unanimous approval.

**Report – 2023 Florida Annual Report:**

P. Kabler reported that CDS’ Annual Report was filed with the Florida Department of State – Division of Corporations on 1/18/23.

**Good and welfare:**

1. R. Hunt reported on the availability of Southern Scholarship Foundation housing for eligible post-secondary students.
2. P. Kabler noted that the Bivens conference room has been refreshed, with additional work to be done. The old conference table will be donated to another non-profit organization.
3. P. Kabler will schedule new Board Member orientations with K. Albury and B. Scarborough.

The meeting adjourned at 9:41 AM.