**CDS Board of Directors Minutes**

March 14, 2024 at 8:35 AM

Attending Board Members: Tommy Lane, Daniel Crapps, Richard Mankin, Frank Williams, Becky Hunt, Veita Jackson-Carter, Gil Levy, Christy Milligan, Darleen Morgan, Jason Shaw, Sr.

Attending Team Members: Phil Kabler, Cindy Starling-Hersey, Jonathan Lewis

Consultant: Jim Pearce

Guest: Roby Thomas, CPA

**CALL TO ORDER/QUORUM CHECK**

A quorum was in attendance with 10 Board Members present. Vice President D. Crapps chaired the meeting at President T. Lane’s request.

**CONSENT ITEMS**

Motion to approve the Agenda and February 8, 2024 Minutes, and ratify the actions taken at that Meeting, was made by D. Morgan, seconded by R. Mankin, which motion was unanimously approved.

**FINANCIAL MATTERS**

**Action item – Presentation re: (a) FY 22/23 audit results; (b) audit-related Management Representation Letter; (c) CDS/CASF 2023 990s, 5500**:

Roby Thomas, CPA (Thomas & Company, C.P.A., P.A.) presented a detailed analysis of the Audit Report; the conclusion was an unmodified (‘clean’) audit. He noted no disagreements or difficulties working with management or obtaining requested information, even with the departure of the CFO and replacement with T. Porter’s firm. He discussed the end result of the year was an increase in revenues over prior years, and strong Current Ratios and Operating Margins compared to other non-profits. He offered the following recommendations: (a) revenue sources should be diversified; (b) Fiscal Department continuity should be established; (c) routine Board meetings reviewing fiscal matters should be continued; (d) efficient fiscal processes (such as allocations, checks communications) should be developed; and responsible financial controls should be continued; and (e) out-sourced services should be considered (such as retirement plan administrator). Following motion by G. Levy, and second by V. Jackson-Carter, (a), (b), and (c) above were unanimously approved.

**Report item – presentation re: fiscal activities:**

P. Kabler reported that at the March 7, 2024 Finance & Audit/Executive Committee Meeting T. Porter, CPA presented the February 29, 2024 CDS Statement of Financial Position and July 2023 – February 2024 CDS Statement of Activity. He noted that (a) the $700,000 Account Receivable from DJJ is having an impact on CDS’ account balances, (b) items marked “[Deleted]” on the Statement of Activity are being reviewed for continuation or amendment, and (c) the Project Payback balance is being reconciled. He recommended that the new Fiscal Team Member receive suitable training and develop efficient systems going forward. T. Porter’s report was unanimously accepted at the March 7, 2024 Finance & Audit/Executive Committee Meeting.

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

P. Kabler reported the first advance/factoring company declined an advance on CDS’s ERTC claims, following extensive work with Douglas McDermott, CDS’ engaged ERTC’s consultant, and T. Lane. D. McDermott then approached other advance/factoring companies, which are reviewing CDS’ claims, and collecting substantial due diligence information and documentation subject to a confidentiality caveat.

**Report item – Credit card program:**

P. Kabler reported he would reach back out to G. Levy and D. Morgan, both of whom are bankers, about their recommendation of a new credit card program to replace the existing one.

**Action item – Approve Thomas & Company, C.P.A., P.A.’s supplemental invoice amount ($1,750.00)**:

Following motion by D. Morgan, and second by R. Mankin, the supplemental invoice amount, was unanimously approved.

**Action item – Funding allocations to new SouthState accounts:**

P. Kabler recommended the following for the Board’s consideration:

Subject to availability of funds, the following transfers shall be made to the newly created SouthState accounts in this order:

1. Project Payback (checking) - $150,000 (rounded-up from $148,280.05)
2. New Gainesville shelter (money market): $400,000
3. Emergency operating reserve (money market): $250,000

**BUSINESS MATTERS**

**Report item – Programs deliverables**:

C. Starling-Hersey reported the YTD Performance Benchmark through February report for YTD indicates shelter performance is 89.4% and the statewide average is 90.0%. Community Counseling YTD performance benchmark is 87.2% and the statewide average is 87.00%. SNAP-in-Schools has over-performed currently at 147.4%; CDS is below the contract goals with SNAP Clinical, but numerous groups are planned for the Spring Session which will greatly improve performance.

CDS is consistently over performing in our Prevention Programs.

**Report item – Program monitorings/audits status:**

C. Starling-Hersey reported the IYP-Gainesville and IYP-Palatka QI monitorings resulted in all ‘Satisfactory’ marks. DCF monitoring also went well.

QI is scheduled for April 3-5, 2024.

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

P. Kabler reported the building is largely closed-in. All Board Members were invited to the March 20, 2024 Noon informal Topping-Out event. A number of officials plan to attend, including DJJ Secretary Hall and Deputy Secretary Hall, and Gainesville Mayor Ward.

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

P. Kabler reported he received an updated draft Cooperative Service Agreement which includes input from DOE and DJJ, reviewed it, and forwarded it with his input to DJJ, DOE, and the Florida Network for further consideration to finalize and implement the document.

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

P. Kabler reported that the LSF/DCF ITN is still in-process.

**Report item – Contracts update:**

A copy of the CDS/LSF FY 2023-2024 funding level was included with the Meeting materials.

**Report item – Grants update – FEMA Phase 41 Emergency Food Shelter Program – IYP-Gainesville:**

P. Kabler reported that CDS submitted a Phase 41 application ($20,000.00 requested) as an effective renewal of its Phase 40 grant ($11,000.00 awarded).

**Action item – Appoint Ad Hoc Comptroller Search Committee:**

P. Kabler reported that at the March 7, 2024 Finance & Audit/Executive Committee Meeting T. Lane appointed F. Williams as Chair of the Ad Hoc Comptroller Search Committee. Following motion by B. Hunt, and second by R. Mankin, that appointment was unanimously ratified. F. Williams invited interested Board Members to contact P. Kabler if they are interested in participating in the Committee.

**Action item – Approve/ratify (a) Strategic Implementation Plan – FY 24/26, (b) Strategic Plan – FY 20/21-25/26 (CARF format); (c) Succession Plan:**

Transmitted initially as part of the February 8, 2024 Board Meeting materials; copies reattached. Following motion by G. Levy, and second by R. Mankin, (a), (b), and (c) above were unanimously approved.

**Action item – Approve/ratify (a) Employee Handbook (found at Board of Directors Manual p. 56), (b) Volunteer & Intern Handbook (found at Board of Directors Manual p. 124):**

P. Kabler reported (a) and (b) are to bring the existing Handbooks current. Going forward, these activities will typically occur in November. Following motion by F. Williams, and second by B. Hunt, (a) and (b) above were unanimously approved.

**Action item – Opioid funds:**

J. Lewis presented the following proposal in writing:

*I am requesting that the CDS Board consider and approve CDS serving as the Fiscal Agent for the Opioid Settlement Funding for Levy County, via Levy County Prevention Coalition.*

*This request is a continuation of "business as usual", as CDS has worked with Levy County Prevention Coalition as a partner and fiscal agent for the past decade.*

*Approximately $425,000 is up for grabs and CDS would be eligible for up to a 10% Administrative Overhead fee. The Opioid funding would allow for continued and expanded Substance Abuse and Mental Health Services in Levy County through Universal Indirect and Universal Direct prevention programming.*

Following motion by D. Williams, second by R. Mankin, and discussion regarding workload, the motion was unanimously approved.

**COMMITTEE REPORTS**

**Ad Hoc Reichert House:**

V. Jackson-Carter continues to follow status of the new Reichert House operator.

**Ad Hoc Bylaws & Policies:** G. Levy reported the project will be moved forward after the ongoing monitorings.

**ADDITIONAL MATTER**

P. Kabler reported that National Safe Place Week is March 17-23, 2024. CDS has received or will be receiving Proclamations from the Cities of Gainesville and Palatka and Putnam County.

The meeting adjourned at 9:37AM.