**CDS Board of Directors Minutes**

September 12, 2023 at 8:34 AM

Attending Board Members: Tommy Lane, Richard Mankin, Frank Williams, Becky Hunt, Veita Jackson-Carter, Debby Kinman-Ford, Gil Levy, Christy Milligan, Brian Scarborough, Christopher Stokes, Brenda Thornton

Attending Team Members: Phil Kabler, Cindy Starling, Olga Rivera, Sabriena Williams

Consultant: Jim Pearce

**CALL TO ORDER/QUORUM CHECK**

A quorum of 11 was present (11/19).

**SPECIAL PRESENTATION TO GWEN LOVE**

C. Stokes and F. Williams presented Gwen Love a piece of glass art in recognition of her retirement after 39 years working at CDS. Her role as the “Mother of Prevention” was lauded.

**CONSENT ITEMS**

Motions to (1) approve the Agenda and August 10, 2023 Minutes and (2) ratify Olga Rivera, CPA as an authorized CDS officer (Chief Financial Officer) were put forward for acclimation approval by T. Lane, and were approved with no objections.

**‘DEEP DIVE’ PRESENTATION – INTERFACE YOUTH PROGRAM - NORTHWEST**

Sabriena Williams, Interface Youth Program – Northwest Regional Director discussed the nature of residential and non-residential programs at IYP-NW with a “Team Success” handout (Numbers Served/Unified with community partners/Change in family lives/Combination of Services/Enrichment programs/Case management services) to guide the presentation. F. Williams inquired about Board support, and B. Hunt noted the availability of local service clubs and organizations (e.g., Rotary).

**FINANCIAL MATTERS**

**Report item – Budget report:**

O. Rivera presented the CDS/CASF May reports, and noted (1) areas subject to final reconciliation and (2) there will be an approximate $60,000 CDS year-end (as of June 2023; when rents to CASF and depreciation are removed per proper accounting practice). R. Mankin moved to approve the report, B. Hunt seconded, unanimously approved.

**Report item – Deficit reduction activities:**

P. Kabler reported that the QuickBooks consultant will not be used, T. Lane explained the ongoing deficit reduction exercise is based upon the unfunded CINS/FINS hourly mandatory rate increase, and has been addressed by discipline in program and fiscal management.

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

P. Kabler reported that he was continuing to make regular status follow-ups with the ERTC consultant.

**BUSINESS MATTERS**

**Report item – Officer elections - October**:

The current slate of officers will be presented for election during the October Board Meeting.

**Report item – CINS/FINS deliverables**:

C. Starling-Hersey reported that deliverables are predicted to proceed a proper pace for all program areas, following a typical lower July and August. She noted the extent of outreach activities to support shelter, non-residential, and SNAP referrals. She further reported that Prevention and Independent Living services are stable. P. Kabler was requested to send the Board links to CDS’ television appearances. The August 2023 Program Reports were attached.

**Report item – Contracts update**:

P. Kabler reported that the following contracts were executed or in-process: (1) DJJ Contract 10730 Amendment #3 (new Gainesville Interface Youth Shelter funding); (2) LSF Amendment 115 (implementation of FY 23/24 funding); (3) FL Network Subcontract Amendment #18 (implementation of FY 23/24 CINS/FINS funding).

**Report item – Grants update (in-process/under consideration)**:

P. Kabler reported that the following grants are in-process or under consideration: (1) Basic Center Grant renewals (submitted – result pending); (2) United Way of North Central Florida – new Gainesville Interface Youth shelter recreation area (submitted – result pending); (3) FEMA Emergency Food and Shelter Program – for Gainesville Interface Youth shelter (through United Way of North Central Florida; payment application submitted); (4) National School Lunch Program – Gainesville Interface Youth shelter (under consideration for preliminary application); (5) Rotary Foundation – Wild Game Feast – new Gainesville Interface Youth shelter recreation area (submitted – result pending); (6) U.F. Campaign for Charities (in-process); (7) Suwannee Community Foundation – for Lake City Interface Youth shelter ($8,500; D. Crapps arranging match).

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

P. Kabler reported that active construction has not yet commenced due to permits, and he is checking with Theory Construction frequently as to when work will move forward and anticipated occupancy can occur due to deadlines which CDS must observe.

**Report item - FY 24/25 Legislative Session:**

CDS will organize a Board contingent to visit our area’s Delegation to (1) thank them for their support of the new Gainesville Interface Youth Shelter funding during the prior Legislative Session, (2) report on CDS’ ongoing activities, and (3) advocate in support of our funder organizations’ Legislative Budget Requests.

**Report item – Upcoming conferences/trainings:**

P. Kabler reported on the following recent past and upcoming conferences and trainings:

* FL Network Annual Meeting – 9/12–14/23
* FL Network/Forefront – QI Peer Reviewer Training – rescheduled to 9/26-27/23 due to Hurricane Idalia

**Report item - Public events**:

P. Kabler reported that the following public events will occur:

* November 10, 2023 – Annual Meeting (11:00a–1:00p, Gainesville Fairfield Inn & Suites; Keynote Speaker – Susan Frankel, CEO, National Runaway Safeline)
* November – hosting Florida Network of Youth and Family Services Certified Peer Review Training (tentative; date to be determined)

**Report item – Louis Kalivoda memorial presentation:**

P. Kabler reported that a date will be scheduled for a ceremony to mount the memorial plaque. T. Lane explained that Louis Kalivoda was the “conscience of CDS”, as noted on the plaque.

**COMMITTEE REPORTS**

The current committee structure report was attached to the Meeting packet.

D. Kinman-Ford reported that (1) the Standing Development Committee has a meeting scheduled; (2) ‘thank you’ cards to the Team were distributed for Board Member signatures, (3) C. Milligan is added to the Committee, and (4) the November ‘Friendsgiving’ fundraising initiative will begin in October.

**ADDITIONAL MATTERS**

The following items were added to the Meeting packet:

* Updated CDS/CASF Board Members list
* Board ‘Elevator Talk’ notes
* Annual Meeting Sponsorship levels sheet and Invitation, together with distribution e-mail text
* UF Campaign for Charities CDS information sheet
* CDS By-Laws Article V, Section VII (Board of Directors – Power to Elect Directors; CASF Article 5, Section 4 (Board of Directors – Power to Elect Officers)

Note: The CASF provision was from an earlier version of the By-Laws; Officer elections are to occur during October per Section 4 (Board of Directors – Power to Elect Officers)

* Work-in-process MTM Services/CDS Strategic Business Plan – Goals, Objectives and Strategies

The meeting adjourned at 9:29 AM.