

BOARD OF DIRECTORS MEETING

DATE: December 15, 2022 **TIME:** 4:00PM **LOCATION:** Zoom

Members Present: Bill Griffin, Reggie Williams, Pam Masters, Paul Schandel,
Geri Westfall

Members Absent: Dr. Gilbert Evans, Susie Dolan, Jim Weite, Myra Middleton,
Robin King

Staff Present Karin Flositz (CEO), Tiffany Edwards (CFO), Christina
Remmert (EA)

Guests: Lori McCray (DCF Government Operations), Christy Gillis (DCF
Circuit 7 Community Development), Walter Sachs (DCF Regional
Managing Director), Ed Moss, Justin Cabral

I. Call to order

Bill called to order the regular meeting of the CPC Board of Directors at 4:02pm
On December 15, 2022, via Zoom.

II. Quorum: Five of ten Board members present (four required)

III. Introductions: Ed Moss from Moss, Krusick & Associates, LLC

IV. Consent Items:

Bill motioned to approve the October 2022 Board meeting minutes, Reggie seconded,
ALL APPROVED.

Bill motioned to approve the October/November 2022 HR reports, Paul seconded,
ALL APPROVED.

V. Finance Department

Ed Moss reviewed the financial audit and stated that this is the best audit you can have with nothing negative to report. He stated that CPC's (Community Partnership for Children) statement of financial position is very typical with 4.6M in funds that have not been applied as of June 30th, 2022. The net assets are broken out with and without donor restriction.

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Bill asked if it includes accrued salaries.

Tiffany replied that the year-end of AP is always a little higher.

Ed reviewed the statement of activities and stated that the total revenue is up to 45M from the previous year of 42M so a slight increase. The change in net assets of 233K is fairly normal as organizations like CPC are set up to break even. The administrative expenses are just under 3% which is another good metric.

Ed stated that there is new language regarding non-financial assets. If the agency has any significant contributions they are required to be reported. The agency shows 3.4M in non-cancellable leases that are required to be listed as a debt next year.

Bill asked if there is anything in our DCF contract that states CPC is not allowed to have debt.

Ed replied not specifically, and that CPC does have a line of credit in the amount of 1M with no balance.

Ed stated that CPC's 401K plan and matching contributions are just under 150K and donor restriction funds just under 17K. He stated that the current assets are just above liabilities.

Ed stated that the agency is a low-risk auditee, another excellent metric for the organization. The last couple of pages summarize the different grants in place and the matching funds received. The additional document states that Moss, Krusick & Associates, LLC did not have any disagreements or have to bring in any further consultants.

Ed stated that once approved, he will get the audit filed by the 12/31/22 deadline.

Bill asked if the Board had any questions. There were no questions.

Bill asked for a motion to approve the audit, Reggie moved, Geri seconded,
ALL APPROVED.

Walter Sachs stated that he wanted to congratulate the company on an excellent audit and have never heard an audit presented in such a professionally way.
Bill thanked Ed Moss and he left the meeting.

Tiffany Edwards reviewed the October financials and stated that through October 2022 the DCF contract was underspent by 3.3M for a total of 7M.

She stated that the agency is strategically working to allocate the new funding.

Reggie asked how long it will take to spend down the new budget.

Karin replied that it has taken twenty years to get to this position and will take two fiscal years to allocate the new funding appropriately. This has included much needed salary increases for Case Managers.

Tiffany continued and stated that the admin rate is 2.7% which is amazing for the organization. She stated that the building and grounds budget will have to be adjusted as we get into the spring with the new first floor expansion. IL (Independent Living) is overbudget, but the agency has division x funds which was extended and that is why IL is over budget. The agency is slowly recovering the clothing budget as well.

Tiffany asked if the Board had any questions.

Reggie asked about the grounds and maintenance and if the agency has expanded.

Tiffany replied that on July 1st CPC expanded to the first floor of the main office in Daytona Beach.

Karin replied that the agency is almost out of space already.

Bill motioned to approve the October financials, Reggie seconded,
ALL APPROVED.

Karin reviewed the metric report and stated that the agency currently has 985 kids in OHC (out of home care) and hasn't seen that low a number in over a decade. She explained that the number of children entering care last fiscal year was at 65 per month and this year the agency is averaging 27 per month. She stated that it has been incredible to see this number come down and it couldn't have come at a better time. Karin stated that CPC is the second highest agency in the state with finalizing adoptions and has reunified 66 kids with their families since July 1st.

Reggie asked where CPC is at with the caseload ratio.

Karin replied that the agency is still at a 1 Case Manager per 20 case ratio but working towards 1-14 ratio with the hiring of new Case Managers. CPC has approximately 10 Case Manager vacancies that the agency is working to fill to get to the desired ratio before the end of the fiscal year.

Karin stated that the FCC (Florida Coalition for Children) and the CEO's have been working on a score card to give each circuit a rating to compare themselves to the rest of the state. The accountability score card has been released and our Circuit 7 falls equal on average to the entire state, including those that were appropriately funded before we received full funding.

Bill asked the time frame and Karin replied that is was last fiscal year.

Karin stated that CPC pointed out some discrepancies on the numbers to make sure they reflect the numbers that the agency has been receiving. CPC's QA Department is reviewing for any errors.

Walter replied that when they released the report through the link they did put the fiscal year on the cover page. It is a Circuit report which means the data is accumulated. It's not just a report on lead agencies, it includes all partners efforts.

Karin stated that she will send out the complete report to the Board.

VI. CEO Comment

Karin stated that things are going really well with the Holiday Toy Drive across the board, and we really appreciate all the support. CPC's Placements Department went out and built a swing set which was amazing to see.

Walter stated that he noticed the agency was established in 1999. He would encourage the Board to have the 25th anniversary celebration in 2024!

VII. Board Comment

Geri stated that her company delivered a swing set and a cottage in a box. If we need help building it, she can send assistance.

Bill thanked everyone for the work and commitment to the families and the children we serve. He stated that looking at that graph decline is so encouraging and a wonderful thing to see. kids. He stated that Karin and the leadership team has done a wonderful job and it's fantastic to see where we have come.

VIII. Public Comment

None

IX. Adjournment

Bill adjourned the meeting at 5:05 pm.