**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT

Date: January 18, 2023

Time: 9:00a

Location: Bivens and via Zoom

Date of Next Meeting: February 15, 2023, 9:00a (Cindy S-H to convene)

Attendance: Jessica Bechtold, James Berger, Marianna Cotter, Alex Culbreth, Stephanie Douglas, Phil Kabler, Angie Lay, Carlos Lopez, Gwen Love, Stephanie Sheppard, Brian Smith, Jr., Evelitza Soto, Cindy Starling-Hersey, Liz Tschumy, Zeke Whitter, Sabriena Williams

Absent: Paula Moreno

**I. Business Operations:**

A. Programmatic

*1. Sub-topic:* Deliverables (Cindy S-H)

 *Discussion:* December went well; now in post-holiday ‘recovery mode’; discuss issues with her; LSF will review pending.

 *Outcome, Actions, Timeframe:* Ongoing.

*2. Sub-topic:* Monthly Program Reports

 *Discussion:* December Program Reports attached.

 *Outcome, Actions, Timeframe:* January reports due 2/6/23, Noon.

*3. Sub-topic:* Circuit 3 SNAP (Cindy S-H)

 *Discussion:* Contract awarded, pending receipt, hiring to begin, SNAP Supervisor advertised, open to Case Manager/Facilitators.

 *Outcome, Actions, Timeframe:* Ongoing.

B. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* Director Budgets (James B, Cindy S-H)

 *Discussion:* Last was received in December; discussion of line movements; food costs up; important to stay under budget; moving to National School Lunch Program (with trainings), centralized purchasing/distribution.

 *Outcome, Actions, Timeframe:* Ongoing.

*2. Sub-topic:* Annual Budget Planning and Process

 *Discussion:*  No discussion.

 *Outcome, Actions, Timeframe:* Ongoing.

*3. Sub-topic:* Comptroller search (Phil K)

 *Discussion:* Ongoing and expected to be concluded shortly.

 *Outcome, Actions, Timeframe:* Ongoing.

C. Marketing and Business Development

*1. Sub-topic:* Rebranding ribbon cutting – 2/28/23, 1:00p, Bivens (Paula M)

 *Discussion:*  Done in conjunction with Greater Gainesville Chamber of Commerce; Paula M to distribute t-shirts.

 *Outcome, Actions, Timeframe:* Ongoing.

*2. Sub-topic:* New IYP-C ground-breaking (Phil K)

 *Discussion:*  To be held during March or April.

 *Outcome, Actions, Timeframe:* Pending.

*3.* *Sub-topic:* WUFT-TV – Greater Good promotional video (Cindy S-H)

 *Discussion:*  Planning underway.

 *Outcome, Actions, Timeframe:* January 27, 2023

*4. Sub-topic:* Safe Place (Marianna C)

 *Discussion:*  CDS is now a national presence with National Safeline (due to social media).

 *Outcome, Actions, Timeframe:* Ongoing.

D. Regulatory Issues

*1. Sub-topic:* Signed contracts (Phil K)

 *Discussion:*  LSF Amendment 110; WUFT-TV Greater Good Underwriter Agreement.

 *Outcome, Actions, Timeframe:* Ongoing.

*2. Sub-topic:* Cooperative Service Agreements (Cindy S-H)

 *Discussion:*  Following-up with ones still to be returned.

 *Outcome, Actions, Timeframe:* Ongoing.

*3.* *Subtopic:* Grants received (Phil K)

 Discussion: Applying for UF Campaign for Charities

 *Outcome, Actions, Timeframe:* Ongoing.

*4.* *Subtopic:* Independent contractor grant writer (Phil K)

 Discussion: Engaged; currently focusing on Basic Center Grant renewal, Federal School Lunch Program, vehicle replacements, fences.

 *Outcome, Actions, Timeframe:* Ongoing.

*5.* *Subtopic:* Board update (Phil K)

 Discussion: Up to 16 Members, looking for members in 3rd Judicial Circuit, Palatka are; Standing Development Commitment formed.

 *Outcome, Actions, Timeframe:* Next meeting 2/9/23.

E. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* HR update (Angie L)

 *Discussion:*  Replace old labor law posters with new ones; DCF licensure ongoing (facility, pending list), expected February/March; keep up with evaluations; crucial to remain up with trainings (particularly HIPPA, Deaf/Hard-of-Hearing Modules 1-3).

 *Outcome, Actions, Timeframe:* Ongoing.

*2. Sub-topic:* Updated Employee Handbook (Phil K)

 *Discussion:*  Final draft before the Board for February approval; Cindy will do training; employees to re-sign acknowledgment form.

 *Outcome, Actions, Timeframe:* Pending Board approval 2/9/23.

*3. Sub-topic:* Training (Cindy S-H, Liz T)

 *Discussion:*  NetMIS 3 ongoing, have data input/one counselor attend; Wendy Pierre-McNealy for scheduling requests; recommends situation training for non-residential.

 *Outcome, Actions, Timeframe:* Ongoing.

*4. Sub-topic:* Overtime management/approval (Cindy S-H)

 *Discussion:* 15+/hours to be approved in-writing; being carefully tracked.

 *Outcome, Actions, Timeframe:* Ongoing.

*5*. *Sub-topic:* Ongoing hiring freeze for all positions (Cindy S-H; Phil K)

 *Discussion*: Programs to be approved by Cindy S-H, Administration by Phil K; there are still vacancies.

 *Outcome, Actions, Timeframe:* Ongoing.

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:* Completed and pending (Cindy S-H)

 *Discussion:*  Bivens fire inspections; IYP-Central health inspections; DCF child care licensing during Q1 2023.

 *Outcome, Actions, Timeframe:* Ongoing.

B. Self-Inspections (Reports, analysis, and recommendations)

*1. Sub-topic:* Safety drills (Jessica B)

 *Discussion:* Regularly conducted; do at all shelters, as well.

 *Outcome, Actions, Timeframe:* Ongoing.

*2. Sub-topic:* Building inspection logs (Cindy S-H)

 *Discussion:* Being done.

 *Outcome, Actions, Timeframe:* Ongoing.

*3. Sub-topic:* Vehicle inspection, logs, maintenance (Cindy S-H)

 *Discussion:* Conduct regularly, check fire extinguishers/first aid (and component items), attend to annual inspections with documentation; digital log books being used at IYP programs (including daily grievance box checks).

 *Outcome, Actions, Timeframe:* Ongoing.

C. Incident Reports (Reports, analysis of trends, recommendations)

*1. Sub-topic:* Reporting (Cindy S-H)

 *Discussion:*  Continue to monitor for trends.

 *Outcome, Actions, Timeframe:* Ongoing.

# III. Quality Improvement

A. File Audits and Case Record Review (reports and recommendations)

*1. Sub-topic:* Preparing for QI (Cindy S-H)

 *Discussion:* It is upcoming shortly; pull last six months of suicide assessments; always ‘audit ready’; also transportation, medication, special populations, transportation/cameras; compliance monitoring.

 *Outcome, Actions, Timeframe:* Ongoing.

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* Progress toward performance measure goals/production expectations (Cindy S-H)

 *Discussion:* Addressed in I(A)(1) above.

 *Outcome, Actions, Timeframe:* Ongoing.

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* QI planning (Cindy S-H)

 *Discussion:*  Addressed in III(A)(1) above; there are identified CDS peer reviewers.

 *Outcome, Actions, Timeframe:* Ongoing.

*2.* *Subtopic:* Other accreditation/regulatory planning (Phil K)

 Discussion: Commencing CARF preparations for 2024; ordering new manual shortly.

 *Outcome, Actions, Timeframe:* Ongoing.

D. Policy and Procedure/Forms Updates and/or Review (Cindy S-H)

*1. Sub-topic:* Policy updates

 *Discussion:* Ensure that Team Members are using the most recent policies.

 *Outcome, Actions, Timeframe:* Ongoing.

E. Participant Complaint and Grievance (specific and quarterly review of trends) (Cindy S-H)

*1. Sub-topic:* Follow-ups

 *Discussion:* Addressed in II(C)(1) above.

 *Outcome, Actions, Timeframe:* Ongoing.

F. Planning Documents (reports, status of goals and objectives, reformulation)

*1. Sub-topic:* Accessibility Plan (Cindy S-H)

 *Discussion:*  To be updated.

 *Outcome, Actions, Timeframe:* Ongoing.

*2. Sub-topic:* Cultural Competence Plan (Cindy S-H)

 *Discussion:*  To be updated; will be discussed at following CINS/FINS meeting.

 *Outcome, Actions, Timeframe:* Ongoing.

*3. Sub-topic:* Input Plan

 *Discussion:*  To be updated.

 *Outcome, Actions, Timeframe:* Ongoing.

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:* Facility checks/maintenance (Phil K)

 *Discussion:*  Addressed in II(B)(2) above.

 *Outcome, Actions, Timeframe:* Ongoing.

*2. Sub-topic:* Other assets checks/maintenance (Phil K)

 *Discussion:*  Addressed in II(B)(3) above.

 *Outcome, Actions, Timeframe:* Ongoing.

B. Employee Concerns or Complaints

*1. Sub-topic:* Concerns/complaints (Cindy S-H)

 *Discussion:*  Addressed communications during post-Covid/remote times; Phil K and Cindy S-H have ‘open doors’, open to other ideas; moving back to in-person meetings, and at shelters.

 *Outcome, Actions, Timeframe:* Ongoing.

C. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:* QI planning

 *Discussion:*  Addressed in III(A)(1) above.

 *Outcome, Actions, Timeframe:* Ongoing.

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* Data reporting (Liz T)

 *Discussion:* Preparing for NetMIS 3 launch, trainings ongoing; satisfaction surveys to be completed, are subject to update (in the provider website), and will not be anonymous (to be put into Client files); Basic Center RHY Group call; RHY-HMIS update ongoing; received Master in Information Systems and Operations Management, specialization in Data Science.

 *Outcome, Actions, Timeframe:* Ongoing.

# VI. Clinical/Program

A. Medical and Medication Issues (Cindy S-H)

*1. Sub-topic:* N/A

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* Staffing (Cindy S-H)

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* Youth of the Month Award reminder; DJJ annual youth/individual provider awards (Phil K)

 *Discussion:*  Be sure to submit candidates.

 *Outcome, Actions, Timeframe:* Monthly.

*2. Sub-topic:* Open floor/Good & welfare

 *Discussion:* None.

 *Outcome, Actions, Timeframe:* Ongoing.

*Philip N Kabler*

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Philip N. Kabler |  |  January 18, 2023 |

 Name Date

 **INTERFACE YOUTH PROGRAM CENTRAL**

**This is the Interface Youth Program Central Monthly Facility Report regarding the activities that occurred during the month of December 2022:**

**Participant Information**

* **Participants Served – 14**
* **Participant Intakes – 7**
* **Participant Screenings – 15**
* **Participant Dispositions – 10**

**New Hires**

* **None To Report**

**Resignations**

* **Youth Care Worker / Life Skills Educator Roshonda McBride was terminated on 12/21/2022.**
* **Youth Care Worker Karderick Johnson was terminated on 12/22/2022.**

 **Outreach Activity at Interface Youth Program Central**

* **This month Youth Care Worker William Harmon partnered with Paula Moreno the CDS Community Outreach / Safe Place Specialist to discuss CDS / IYP-C Outreach goals with School officials by providing them with CDS / IYP-C information regarding prevention strategies in order to address the behavioral issues of their students and to encourage their parents to contact CDS / IYP-C for long term Residential or Non-Residential Services for their children. According to YCW William Harmon the following Schools participated in this process: (1). Gainesville High School on 12/14/2022 (2). YCW William Harmon participated in an Elementary School Counselor Meeting at Fearnside Family Service Center on 12/14/2022. Dr. Toni Griffin Ed. D. Supervisor, School Counseling & Student Services for Alachua County facilitated the meeting. The overall purpose of the meeting was to provide updated information and professional development strategies to Elementary School Counselors. YCW William Harmon provided information to the audience regarding CDS Programs which included the SNAP Program, Independent Living, Family Action and Interface Youth Program Central. Approximately twenty eight (28) adults attended the meeting (see attachment).**

**Interface Youth Program Central Staff Meeting**

* **Regional Director Zeke Whitter conducted the Christmas Staff Meeting on 12/15/2022 from 4pm until 6pm.**
* **The IYP-C Christmas Staff Meeting focused on the following topics: (1). Program Updates (2). Christmas Furlough for our participants (3). Christmas Gift Day Celebration for our participants (4). Mount Carmel Baptist Church Dinner Meal for our participants (5). The CDS Pending List (6). Training Information and Deadlines (7). New Hire Updates (8). Leave Request Process for the Holidays (9). Staff Shout Outs (10). Comments from CDS CEO Phil Kabler.**
* **Regional Director Zeke Whitter provided each staff that attended the meeting with a $50 Visa Gift Card as an IYP-C Christmas Gift.**
* **Staff and the participants enjoyed a delicious meal which included: (1). Fried Chicken (2). Baked Chicken (3). Rice and Gravy (4). Collard Greens (5). Maroni and Cheese (6). Lima Beans (7).Cornbread (8). Fruit and Cheese Platter (9). Hot Apple Pie (10). Cookies (11). Variety of Soft Drinks. (12). Christmas Music. This delicious Christmas Meal was prepared by Cook Ken Welcome and House Manager Joe Mattox.**

**Program Information**

* **Mount Carmel Baptist Church Members provided a hot delicious Christmas Dinner Meal for our participants and staff in the dining room on Thursday 12/22/2022. Our participants and staff enjoyed the following: (1). Baked Chicken (2). Fried Chicken Wings (3). Smoked Turkey (4). Macaroni and Cheese (5). Green Beans and Potatoes (6). Dinner Rolls (7). Cookies (8). Cup Cakes (9). Variety of Soft Drink. At that time, Pastor Destin Williams provided “blessings to everyone and words of encouragement” to our participants and staff. Also, the Mount Carmel Baptist Church Members song a melody of Christmas Songs with the assistance from our participants.**
* **Our participants enjoyed a Christmas Gift Day Celebration in the dining room on Friday 12/23/2022. This IYP-C Christmas Gift Day Celebration was facilitated by YCW Lynetta Brown, House Manager Joe Mattox and Intern Dee Gonzales. We are very thankful to the following Community Partners for their generous Christmas Donations to our participants: (1). Planned Parenthood (2). Mount Carmel Baptist Church (3). Pastor Bill and Vickie Davenport with Ridgeview Baptist Church (4). Individual Christmas donations from Josie Collacci. The Christmas gift items each participant receive included: (1). Cologne / perfume (2). Pajama Pants (3). Two $10.00 Gift Cards from McDonald’s (4). Spinner Top (5). Drawing book and crayons (6). Checker game set (7). School Planner (8). Pencils (9). Fun Word Stickers (10). Two Stuffed Animals.**
* **Also, House Manager Joe Mattox conducted a Christmas Raffle Drawing and three lucky participants received a “Special Large Stuffed Animal.” Our participants were very surprised and extremely happy to receive their unexpected IYP-C Christmas gifts (see attachment).**
* **YCW Lynetta Brown decorated the inside of the facility with lovely Christmas Decorations which included a large Christmas Tree in the dining room. Our participants and staff indicated how they appreciated this “home like” Holiday atmosphere.**

**Interface Youth Program Central Employees**

* **IYP-C has 21 employees**
* **Regional Director, Residential Supervisor, 2 Full Time Residential Counselors, 1 Senior YCW, 1 Residential Administrative Assistant, 1 Part Time Cook, 1 Part Time House Manager, 1 Part Time Registered Nurse, 3 Full Time YCW, 6 Part Time YCW, and 3 PRN.**
* **IYP-C needs: (1). 3 Full Time YCW (2). 4 Part Time YCW (3). 2 PRN (5). 1 Part Time Registered Nurse.**

**This report was submitted by Zeke Whitter the Regional Director on 1/4/2023.**

**PROGRAM REPORT**

**December 2022**

**Family Action-Central**

Family Action Central has had a fairly productive month considering the typical and unavoidable dip we experience around the holidays. We continue to provide groups at the Alachua County Sherriff’s office and are planning our next cycle of groups so that they are continuous throughout the year.

Family action continues to have three open positions; two counselor/ case manager positions and one administrative assistant position. We have made offers to multiple candidates over the past few months and we have experienced no shows and/ or delays that result in candidates accepting a higher paying outside position prior to actually starting. We are in the process of obtaining background screen paperwork from a third candidate and it is with hope that we are able to see the process through without any delays.

We have not seen a great interest in the Counselor/ Case Manager position despite reposting the position. We continue to advertise and recruit and have notified universities of the open positions available. We currently have two interviews scheduled this week for the positions.

Truancy court is scheduled to be held on January 18th at 3pm one case may potentially be reviewed. We have been informed that the school board attorney is leaving and thus, Truancy court may be cancelled tentatively. Family action scheduled a case staffing for January 10th at 1230pm where we will discuss three potential cases. Finally, Jessica will be attending C8 Crossover/Collaboration Meeting with DJJ, Partnership for Strong Families, and DCF on January 23rd in order to identify solutions to challenges that prevent at risk youth from being identified and served sooner.

**East Program Report- December 2022**

**Family Action**

Ms. Lytinia the Family Action case manager has again met her numbers for the month of December. We do not have another SIT meeting until February 6th and truancy court is scheduled for February 7th where we again expect several youth to be court ordered to shelter. Both programs are still working together and making cross-referrals to assist the agency as a whole.

**Residential Shelter**

At the beginning of the month the Regional Director, the Residential Counselor, and the COO all attended the QIC in Clearwater Beach and gained some valuable knowledge that we all brought back to share with the agency. During this time the shelter also received the delivery of new bunk beds for the boy’s bedroom due to the dilapidated nature of the old beds. Following return from QIC the Regional Director and the Senior Youth Care worker assembled the beds and they have been in use and the boys have stated that they feel much better than the previous beds. On December 13th several staff met for an agency Christmas party and it was a wonderful time of fellowship and great food and a nice time to get away. At the end of the month, on December 29th, the East shelter held a retirement party for our House Manager Mrs. Freddie to celebrate her 20 years of service to the agency.

Safe Place/Outreach Specialist Mrs. Marianna was again busy during the month of December. On 12/13 she attended the Children’s Behavioral Sub-committee meeting and on 12/14 she attended the NRPM awards ceremony. Additionally she met with Jennifer Cox, CHS Wellness Director, about the resource hub that is planned, contacted Cliff Lyda about being a Safe Place Site and will set up time for training. She also contacted Michelle Garner about Human Trafficking month, contacted Robin Robinson from HOPE FM and made appointment to go in for an interview, contacted Breck Sloan about board membership, spoke to Jennifer Wills about setting up a table at the BRAVE Summit in March, and contacted Putnam County BOCC about a proclamation for Human Trafficking Awareness month. She also contacted Palatka City Hall about a proclamation for Human Trafficking Awareness month, contacted the courthouse to get the court lit in blue for Human Trafficking Month, contacted school board administration to put information on the sign in blue for the month of January, and contacted Bradford County about a proclamation for Human Trafficking Awareness month.

Our recent hires of Ms. Veronica and Ms. Gabby as YCWs has been a great addition to our already wonderful bunch of staff.

Interface NW Region Report

**Residential Shelter**

The following is a summary of activity taken place during the month of December 2022 for IYP-NW Residential Program:

* Participants Served 10  ( 9 C/F + 1 DCF + 0 DV)
* Intakes 7
* Dispositions 3
* We had a new YCW applicant is cleared; waiting on orientation date.
* Had one (1) YCW on maternity leave from 11/10 until 12/19/22
* Have one (1) YCW out due to medical reasons from 12/21 until 1/20/23
* We contributed with 1 FA referrals
* Had 4 UER's for the month
* Averaged approximately 5 bed nights @ day for the month

**Family Action Outreach Report**

**December 2022 FA Update**

-All intakes will continue to be face to face unless requested by the parent. Some services will be provided remotely due to schedules/transportation issues for families.

-ALL outreach continues to be done and documented by Community Counseling Counselors.

**Columbia County Outreach**

**CHS-**Discipline coordinator Mrs. Dixon-12/5/22

**FWES**-front desk 12/9/22

**Westside** –Mrs. Stevens -12/19/22

**Lake City Police Dept**-12/6/22

0 cross referrals from IYPNW

**IYPNW Flyers**

Eastside Elementary -12/6/22

Columbia High School-12/15/22

**Suwannee County Outreach-UNABLE TO REPORT ON AT THIS TIME**

**Family Action Flyers**

**Dept of Juvenile Justice:**

**Outreach December 2022 – IYP-NW Flyers**

0 Cross reference referrals from IYP - NW

 **Prevention Services Program Report December 2022**

The month of December was filled with holiday events throughout all of our host schools. During this time of the year, our staff members are faced with the challenges of making sure that our programs can accomplish the goals of getting the curriculum materials completed while the schools are busy with holiday programs and parties. However, our program staff members are not the Grinch, so we work to maintain a flexible schedule with our host school partners.

On December 7, 2022, the Alachua County Health and Wellness Coalition (HPW) held their Annual Meeting at the Community Foundation of North Central Florida. During the meeting LaShay Johnson, HPW‘s Director presented Phil Kabler with an award for CDS’s continued support of and partnership with the HPW Coalition.

Independent Living Program Report

December 2022

The IL Program continues to run smoothly and has not had many changes from the previous month. We are fully staffed, though our two newest IL Counselors are still unable to take on a full caseload at this time, hence I continue to work a caseload as well.

The IL Program continues to meet deliverables within the allotted time frames. We will meet with our caseloads to ensure our students have goals and that they are working towards obtaining them, in this new year. Most of our PESS participants passed their Fall semester classes, and we are connecting tutors, and other resources to those who struggled the past semester.

We continue to service around 50 individuals which include our secondary (16- & 17-year old’s) and primary cases (18–23-year old’s). Our primary cases, which include Extended Foster, PESS, and Aftercare Program’s, remain consistent. We continue to encourage the young adults to remain in school and to take advantage of the tuition waiver that they can receive, whether they’re attending traditional college, a part of a trade program, or certificate program. We are seeing an increase in students desiring to attend trade and certificate programs.

We’re looking forward to the IL Program continuing to grow and hoping this year will be the best year thus far.

Sincerely,

Dr. Stephanie Sheppard