**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT

Date: June 21, 2023

Time: 9:00a

Location: Bivens and via Zoom

Date of Next Meeting: July 19, 2023, 9:00a

Attendance: Jessica Bechtold, Russ Berger, Alex Culbreth, Stephanie Douglas, Phil Kabler, Leigh Kassem, Angie Lay, Jonathan Lewis, Olga Rivera Stephanie Sheppard, Evelitza Soto, Liz Tschumy, Zeke Whitter, Sabriena Williams

Absent: Marianna Cotter, Latisha Geiger, Gwen Love, Paula Moreno, Brian Smith, Jr., Cindy Starling-Hersey,

**I. Business Operations:**

A. Programmatic

*1. Sub-topic:* Deliverables (Phil K)

 *Discussion:* Continue performance levels through the end of this Fiscal Year.

 *Outcome, Actions, Timeframe:* 6/30/23.

*2.* DJJ program expectations (Phil K)

 *Discussion:* Requested EMT review attached reports sent by Amy Orman (FL Network), and implement the suggestions.

 *Outcome, Actions, Timeframe:* ASAP.

*3.* Organize Retreat Committee (Phil K)

 *Discussion*: Cindy S-H, Phil K, Leigh K, Russell B, Angie L.

 *Outcome, Actions, Timeframe:* Ongoing.

*4.* Fare–Thee–Well to Gwen Love

 *Discussion:* Gwen’s retirement party is Friday 6/23/23, 5:00p at the Fairfield Inn (due to Board Member Becky Hunt). Latisha Geiger will attend Alachua County prevention activities and Jonathan L will attend to the Levy/Gilchrist activities; they have communicated about coordination.

 *Outcome, Actions, Timeframe:* Ongoing

*5. Sub-topic:* Monthly Program Reports.

 *Discussion:* May Program Reports attached.

 *Outcome, Actions, Timeframe:* N/A.

B. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* Director Budgets (Olga R)

 *Discussion:* Working on reinstating these reports.

 *Outcome, Actions, Timeframe:* Pending.

*2. Sub-topic:* Credit cards (Olga R)

 *Discussion:* Awaiting increased expenditure limit input from the EMT; current $5,000/month on Capital One cards.

 *Outcome, Actions, Timeframe:* Ongoing.

*3. Sub-topic:* FY 23/24 budget (Phil K)

 *Discussion:* Currently being prepared for circulation as draft to the Board.

 *Outcome, Actions, Timeframe:* 7/23.

*4. Sub-topic:* ‘Open’ Purchase Orders (Olga R)

 *Discussion:* Reviewing this request with against provider contracts/grants and with the auditors.

 *Outcome, Actions, Timeframe:* Pending.

C. Marketing and Business Development

*1. Sub-topic:* New IYP-C status (Phil K)

 *Discussion:*  Reviewed $1MM legislative allocation, construction status, furniture/equipment donations (including from Gainesville Ronald McDonald House), and relocation plan.

 *Outcome, Actions, Timeframe:* Pending.

*2. Sub-topic:* Annual Meeting (Phil K)

 *Discussion:*  Keynote speaker – Susan Frankel (CEO, National Runaway Safeline); new location – Fairfield Inn.

 *Outcome, Actions, Timeframe:* 11/10/23, Noon.

*3. Sub-topic:* Outreach activities & Safe Place (Zeke Q, Alex C)

 *Discussion:*  IYP-C – W. Harmon attended the Gainesville Black-on-Black Crime Task Force meeting; Alex C – Marianna Cotter is winding-up her pre-retirement activities.

 *Outcome, Actions, Timeframe:* Ongoing.

*3. Sub-topic:* Fare–Thee–Well to Paula Moreno, Marianna Cotter

 *Discussion:*  Paula Moreno is departing for an out-of-state position; her position has been advertised. Marianna Cotter is retiring; her position is under consideration, subject to the Basic Center Grant application outcome. The EMT wish them both the very best.

 *Outcome, Actions, Timeframe:* Ongoing.

D. Regulatory Issues

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

 *Discussion:* FL Network Domestic Violence Respite Services Subcontract Amendment #9 (re: extension); LSF Amendments 113 and 114 (temporary rate increase); DJJ Contract 10730 Amendment 2 (extension); Partnership for Strong Families – Independent Living Amendment 1 (extension).

 *Outcome, Actions, Timeframe:* N/A.

*3.* *Subtopic:* Contracts/Grants (in-process/under consideration) (Phil K)

 *Discussion:* Basic Center Grant renewals (submitted) (b) Rembert Family Foundation (being researched by Board Member Daniel Crapps); (c) Lester and Anne Scaff Foundation (being researched by Board Member Daniel. Crapps); (d) United Way of North Central Florida – new Interface Youth Shelter Program – Gainesville (submitted); (d) FEMA Emergency Food and Shelter Program (through United Way of North Central Florida; payment application submitted); (e) National School Lunch Program (for Interface Youth Program – Central; under consideration for IYP-C preliminary application).

*Outcome, Actions, Timeframe:* Pending.

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

 Discussion: There are currently 17 Board Members; one resignation; one new Member from Lake City; one application from Bradford County; one prospect from Alachua County. The Board Meeting has been restructured (adding a programmatic ‘Deep Dive’; Jess B at 6/8/23 Meeting, Evelitza S at 8/10/23 Meeting). The Development Committee is active; planning for a ‘Thankfulness Campaign’ coinciding with the November Annual Meeting. An Ad Hoc Reichert House Committee has been formed.

 *Outcome, Actions, Timeframe:* Next meeting is scheduled for 8/10/23.

E. Human Resource Issues (Staffing and Training)

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

 *Discussion:*  Benefits enrollment went well. There will be a virtual Indeed functions explanation 6/28/23.

 *Outcome, Actions, Timeframe:* 6/28/23.

*2. Sub-topic:* Training (Cindy S-H)

 *Discussion:*  Review QI responses and implement recommendations.

 *Outcome, Actions, Timeframe:* Ongoing.

*3. Sub-topic:* Overtime management/approval (Phil K)

 *Discussion:* Continue to monitor/manage.

 *Outcome, Actions, Timeframe:* Ongoing.

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:* No discussion.

 *Discussion:*  N/A.

 *Outcome, Actions, Timeframe:* N/A.

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.

# III. Quality Improvement

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

*1. Sub-topic:* Preparing CARF 2024 re-accreditation (Phil K)

 *Discussion:* The preparation process has begun.

 *Outcome, Actions, Timeframe:* Ongoing.

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* Progress toward performance measure goals/production expectations (Phil K)

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

 *Outcome, Actions, Timeframe:* Ongoing.

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* CARF 2024 re-accreditation (Cindy S-H)

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

 *Outcome, Actions, Timeframe:* Ongoing.

D. Policy and Procedure/Forms Updates and/or Review

*1. Sub-topic:* Policy updates

 *Discussion:* No discussion.

 *Outcome, Actions, Timeframe:* N/A.

*2. Sub-topic:* Manual and form updates

 *Discussion:* No discussion.

 *Outcome, Actions, Timeframe:* N/A.

# IV. Risk Management.

A. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:* See III(A &C) above.

 *Discussion:*  As noted above.

 *Outcome, Actions, Timeframe:* As noted above.

# V. Information Technology

A. Technology Plan

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

 *Discussion:* Developing a SharePoint replacement of the intranet. Working to create a ‘one stop shop’ and user-friendly for data input/access, improve quality of life for the entire CDS Team. For the time-being, Kevin Cerjan will be the initial point-of-contact for data inquiries.

 *Outcome, Actions, Timeframe:* Ongoing.

**VI. Other Business:**

*1. Sub-topic:* Youth of the Month Award reminder (Phil K)

 *Discussion:*  Be sure to submit candidates.

 *Outcome, Actions, Timeframe:* Monthly.

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

 *Discussion:* No discussion.

 *Outcome, Actions, Timeframe:* N/A.

*Philip N. Kabler*

Respectfully submitted by:

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| --- | --- | --- |
| Philip N. Kabler |  |  June 21, 2023 |

 Name Date

**PROGRAM REPORT**

**May 2023**

**Interface Youth Program - Central**

FOREFRONT, LLC, the contracted Compliance Monitoring service provider for the Florida Network of Youth and Family Services, Inc., (FNYFS) conducted the announced on-site modified Quality Improvement and Compliance Monitoring Review for CDS/Interface Youth Program - Central on Wednesday – Thursday, May 31st – June 1st, 2023. Keith Carr, Lead Reviewer with FOREFRONT, LLC/FNYFS, and Renette Crosby, Regional Monitor with the Department of Juvenile Justice, reviewed the background screening process for employees/volunteers, staff training files, participant transportation logs, case management and service delivery procedures, shelter environment, inspection reports, fire drill logs, staffing and youth supervision process, chemical/sharps inventory management and suicide prevention procedures. Keith Carr completed a walk-through of the facility, facilitated by Residential Supervisor Brian Smith. This announced on-site modified Quality Improvement and Compliance Monitoring Review was necessary to ensure that quality prevention services and the implementation of those service goals exceed expectations in meeting established outcomes and contractual requirements.

**Family Action - Central**

As the school year comes to an end and as Family Action-Central transitions into summer, we are looking to mitigate the traditional summer drop by continuing groups at the sheriff’s office and supplementing school groups with individual cases. Family Action is similarly facing transitions as one of our wonderful counselors leaves for Grad School. To this, we are currently advertising for a Counselor/Case Manager position for Alachua County and the surrounding areas. During the month of May, our Team participated in multiple outreach events including an informational and educational outreach opportunities at Girls Place, as well as outreach opportunities with managers within rental communities in order to educate them on our services. We will be included in community/apartment newsletters and rental management has agreed to distribute and post flyers of our services. We are also looking forward to attending The Greater Gainesville Chamber of Commerce Mental Health Awareness round table event on May 23rd from 9-11:30am.

Groups at Westwood Middle School are into their eighth week and are focusing on topics related to effective communication during conflict. As Family Action continues to expand group services and as long as families are willing, it is with hope that we will also eventually run groups at the Bivens location, as well. Finally, the School Attendance Review Board will be held on May 23rdth, and Truancy Court will not be held in June or July, 2023. Our next Alachua County Case staffing will be held on June 8th at 10am.

**SNAP Clinical and SNAP in Schools and Communities (SIS-C)**

SNAP Gainesville Clinical Program is conducting Wednesday groups to two Families. Both families have faithfully attending all sessions and are showing growth in the SNAP skills. The Wednesday group will be graduating the last week of June.

SNAP in Schools and Communities completed the SIS-C at the Library Partnership Resource Center on May 18th. On June 5th SIS-C will begin sessions at Girls Place and on June 12th begin SIS-C at the Library Partnership Resource Center Summer Program. SIS-C is working on starting sessions at Unity Family Community in Levy County and Boys & Girls Club here in Gainesville.

SNAP Outreach is going well overall, SNAP is staying connected with the Schools in Alachua County and working on connecting more with the schools/community centers in the nearby counties (Levy and Gilchrist). SNAP Social media pages (Facebook and Instagram) is growing as well.

**Interface Youth Program - Northwest**

**Shelter Report**

In the month of May 2023 Interface NW served 10 CINS/FINS participants, zero DCF youth and one DV. We conducted 6 intakes, 11 Screenings, two dispositions, and one suicide assessments. During the month of May we averaged approximately seven bed nights a day for the month. Columbia County School tutors averaged 10-15 tutoring sessions this month. Our community partners UF/IFAS Extension Columbia, Columbia County School Board, and the Hanley Foundation County came out and conducted groups with the participants.

There have been zero runaway incident and no major issues at the Interface NW program in the month of May. We did screening for eight participants for the Summer Enrichment Program 6 has arrived as of date. There were four staff out for medical, family emergencies or personal in the month of May.

The Van is still working but we are in major need of a new one. We did some simple upkeep. The youth are continuing on the weekends to do educational/recreational activities with staff. The activities are formulated by the Residential Counselor.

IYP- NW is gearing up for the Summer Enrichment Program. June 5th – August 5th.

The generator had to be replaced and it is working fine. This was an unexpected expense.

**Family Action**

During the month of May 2023 Family Action NW served 33 participants.

The Counselors visited 15 sites for outreach purposes. The intakes of all new participants are still being done face-to-face unless requested by parents. Some services will be provided remotely due to schedules/transportation issues for families as well as school is currently in summer session. Summer Enrichment group intakes for FA in Columbia County have begun to take place as scheduled by the shelter.

**Interface Youth Program - East**

**Family Action**

We had our SIT meeting May 26th and Truancy Court May 30th. We had a small docket this time but had two youth ordered into shelter immediately and several others for when school starts back to get them on the right path for the new school year. The Family Action Counselor is still working persistently to assist and serve the youth and families on her case load.

**Residential Shelter**

We have one YCW in background currently and are awaiting her clearance to start her in East. We were fortunate to hire a new Residential Supervisor on May 18th, Mr. Berger, who comes to the agency with an in-depth knowledge and years of experience in serving youth and families.

East had our QI Audit May 3rd- 4th and are thankful to DJJ and the FL Network for continuing to share with us ways to continuously improve on the services we provide our communities.

Our Enhanced Summer program has started off well and the kids attended their first field trip to Saint Johns River State College for a tour and to learn about the different programs the college offers.

Both the Outreach/Safe Place Specialists from East and Central presented at the QIC and talked about Outreach Services on May 3rd. On May 9th East Outreach/Safe Place Specialist attended the Children’s Behavioral Health Subcommittee and chaired the Juvenile Justice Council Meeting. On May 11th she attended the DJJ Circuit Advisory Board Meeting and reported on Putnam County and the current activities occurring and those planned. May 18th she presented a Human Trafficking program to the Women’s Club. Additionally, the Outreach/Safe Place Specialist attended the Chamber of Commerce after hours meeting, completed seven Safe Place Site checks, and contacted several places for the summer program outings and requested free or reduced fees.

**Prevention Services**

The month of May was full of administering curriculum posttest and grading them, having students complete Satisfaction Surveys, and dealing with the end of the year “short timers” behaviors with students. After the completion of grading hundreds of post-test staff members had to begin packing up their classrooms in order to allow their host schools the use of the space if needed for the summer. Staff members have been attending summer camp planning meetings with various agencies in preparation for summer assignments. Our Alachua County staff members will be working with summer camps at the Cone Park Resource Center, Library Partnership Resource Center, and Hawthorne High School. Our staff member in Gilchrist County will be working with Bell and Trenton Elementary School with their summer programs. The Levy County staff members are gearing up for summer camp activities with the Achieve Summer Camp sponsored by the Levy County Prevention Coalition.