**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT

Date: July 19, 2023

Time: 9:00a

Location: Bivens and via Zoom

Date of Next Meeting: August 16, 2023, 9:00a

Attendance: Jessica Bechtold, Alex Culbreth, Stephanie Douglas, Latisha Geiger, Phil Kabler, Angie Lay, Paula Moreno, Olga Rivera, Brian Smith, Jr., Cindy Starling-Hersey Sarah Strohminger, Zeke Whitter, Sabriena Williams

Absent: Marianna Cotter, Leigh Kassem, Jonathan Lewis, Stephanie Sheppard, Evelitza Soto, Liz Tschumy

**I. Business Operations:**

A. Programmatic

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

 *Discussion:* Thank you for FY 22/23; now into FY 23/24; summer can be a challenge with referrals, so stay aware of target numbers.

 *Outcome, Actions, Timeframe:* On-going.

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

 *Discussion:* Program Reports attached.

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

B. Monthly Budget (Revenue and Expenses)

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

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

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

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

 *Discussion:* Not discussed.

 *Outcome, Actions, Timeframe:* N/A

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

 *Discussion:* Quarterly ‘open’ POs are being discussed with the auditor; IYP-NW – grant drawdown in-process.

 *Outcome, Actions, Timeframe:* Pending.

C. Marketing and Business Development

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

 *Discussion:*  Construction contract signed, proceeding; furniture donation from Gainesville Ronald McDonald House; relocation plan to be prepared.

 *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 (Phil K)

 *Discussion:* Introducing Sarah Strohminger as new Gainesville area Community Outreach/Safe Place Specialist; Jim Pearce received a Lifetime Achievement Award at National Safe Place Network Focus conference, and CDS submitted a congratulatory letter; IYP-C – William Harmon attended the One Nation One Project GNV “Recovery in Community”, Phil K attended ONOP GNV Creative Connector event, and W. Harmon and Sarah S will attend “Black Like He” by the Arts Prevails Project.

 *Outcome, Actions, Timeframe:* Ongoing.

*3. Sub-topic:* Fare–Thee–Well to Marianna Cotter & Paula Moreno (Phil K)

 *Discussion:*  Marianna Cotter is retiring; her position is under consideration, subject to the Basic Center Grant application outcome; Paula Mo is departing for a new position out-of-state. The EMT wishes them the very best.

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

D. Regulatory Issues

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

 *Discussion:* (a) BCBS health insurance renewal; (b) DJJ Amendment #2 (extension of Contract 10730 re: new Gainesville Interface Youth Shelter funding); (c) 8th J.C. State Attorney’s Office Memorandum of Understanding (re: voluntary charitable contributions); (d) Partnership for Strong Families – Independent Living FY 23/24 six-month Pre-Award Notice.

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

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

 *Discussion:* (a) Basic Center Grant renewals (submitted – result pending) (b) United Way of North Central Florida – new Interface Youth Shelter Program recreation area – Gainesville (submitted – result pending); (c) FEMA Emergency Food and Shelter Program (through United Way of North Central Florida; payment application submitted); (d) National School Lunch Program (for Interface Youth Program – Central; under consideration for IYP-C preliminary application, qualifying ongoing).

*Outcome, Actions, Timeframe:* Pending.

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

 Discussion: There are currently 17 Board Members; one application from Bradford County; one prospect from Alachua County.

 *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:*  Sarah S will attend to volunteers, Angie L with Interns.

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

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

 *Discussion:*  CINS/FINS Team meeting about policies following EMT, and a workgroup is meeting next week re: training.

 *Outcome, Actions, Timeframe:* Ongoing.

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

 *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:* No discussion.

 *Discussion:* N/A.

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

# 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:* Addressed in (I)E)(2) above.

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

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

 *Discussion:* Addressed in (I)E)(2) above.

 *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:* No discussion.

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

**VI. Other Business:**

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

 *Discussion:*  Save-the-Dates sent

 *Outcome, Actions, Timeframe:* 10/25/23.

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

 *Discussion:*  Be sure to submit candidates.

 *Outcome, Actions, Timeframe:* Monthly.

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

 *Discussion:* Stephanie D – IYP-NW Family Action Program – running groups through the summer enrichment; Paula M – valedictory remarks; Jessica B – Olivia Hollier adding a SBAC school for groups; Alex C – IYP-E working on vacancies; Cindy S-H – Tisha G/Jonathan Lewis – co-supervising Prevention Programs (Tisha G – focusing on training; Jonathan L – focusing on contracts/deliverables)

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

*Philip N. Kabler*

Respectfully submitted by:

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| --- | --- | --- |
| Philip N. Kabler |  |  July 19, 2023 |

 Name Date

**PROGRAM REPORTS**

**June 2023**

**Interface Youth Program – Central**

The 2023 Summer Enrichment Program at Interface Youth Program Central was designed to expose our participants to a variety of educational, community and leisure activities which promote selfdevelopment, cooperation, and exploration through tours and presentations. Session A of the 2023 Summer Enrichment Program at Interface Youth Program Central began on June 5, 2023 and concluded on June 30, 2023. Our participants and staff enjoyed the following: arts and crafts activities, Planned Parenthood Presentations, Matheson Museum tour, job video presentation, mock interview activities, Exactech Arena at the Stephen Center O’Connell Center tour, off site laundry training, Cotton Club Museum tour, Santa Fe College Teaching Zoo tour,” Know The Law” presentation by Lakeyra Johnson, resume and job training activities, Cade Museum tour, Morningside Park, “Why Try” activity, Thomas Center tour, Harn Museum of Art tour, Downtown Library tour, Kanapaha Park outings, and the Santa Fe College Planetarium tour. In addition, our participants and staff enjoyed the Juneteenth Celebration at Bo Diddley Plaza. Youth Care Worker William Harmon, Youth Care Worker Sheila Parker, Senior Youth Care Worker Kevin Lee, and Residential Counselor Naomi Thompson facilitated the 2023 Summer Enrichment Program at Interface Youth Program Central.

The Black-On-Black Crime Task Force meeting occurred at the Gainesville Police Department “Hall of Heroes” on June 7, 2023 at 5:30pm. The focus of the meeting was a discussion regarding at risk youth in this community and the transition of the Reichert House Program. Youth Care Worker William Harmon attended the Black-On-Black Task Force meeting, and distributed flyers related to the 2023 Summer Enrichment Program at Interface Youth Program Central.

**Interface Youth Program - East**

**Family Action**

We have our SIT meeting for truancy scheduled for July 11 and Truancy Court on July 18. We still have a few youth ordered into shelter during the last Truancy Court who have not yet entered due to non-compliance and a couple that were not court ordered until school begins. The Family Action Case Manager is keeping up with her cases over the summer and providing needed services.

**Residential Shelter**

We are still working to interview and hire YCWs to become fully staffed.

On June 2 the Regional Director attended another Suicide Policy Committee meeting and discussed valuable information with the Florida Network and other community agencies to ensure that the suicide policy and procedures are still working effectively and provide the most safety for our youth.

On June 8 the Residential Supervisor attended a Vape webinar and gathered some updated information, as well as to share some of his knowledge and expertise, and was invited to attend the next meeting as well.

On June 22 the Regional Director attended the City Hall meeting where a proclamation was given out for Pride Month, and community members came together to support the LGBTQIA+ community.

On June 30 the Regional Director attended the last formal meeting for the Suicide Policy Committee, and informed the Florida Network that CDS would still like to participate in any further meetings help pertaining to the topic. After the meeting the Regional Director accompanied the children to a field trip to Ripley’s Believe it or Not Museum.

Additionally, during the Enhanced Summer Camp the children have had many informative groups held by CDS staff, the Hanley Foundation, SMA, and the Putnam County Health Department. They have also gone on a trolley tour in St. Augustine where they were able to tour many significant sites around the city and learn about the history of the town.

**Interface Youth Program - Northwest**

Shelter Report

In the month of June 2023 Interface NW served 11 CINS/FINS participants, zero DCF youth and one DV. We conducted 11 intakes, 11 screenings, eight dispositions, and one suicide assessment. During the month of June we averaged approximately 7 bed nights a day for the month. Columbia County School Tutors averaged 2-5 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 no runaway incidents and no major issues at the Interface NW program during the month of April. We are actively in the fifth week of our Summer Enrichment Program. The youth have visited the local fire station, police department, library, bowling alley, and have had multiple guest speakers and groups.

The van is still working but we are in prompt 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.

We have one full-time evening staff on medical leave at this time. One new hire has been orientated and is completing training.

We are gearing up for our annual training scheduled for 7/14/23 from 8AM-4PM.

Family Action

During the month of May 2023 Family Action NW served 29 participants.

The Counselors visited 12 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 haves begun to take place as scheduled by the shelter.

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

SNAP Gainesville Clinical Program is conducting Wednesday groups to 2 Families. Both families have attended faithfully, except one family missed a session, but was able to make it up the following week. Both families officially graduated July 5. Those two families showed great improvements in how they interact as a family. Parent quote, “I love SNAP because it helped me to be more patient with my son.” Parent quote, “Though I originally questioned the program and the committed time (because we had felt that we had tried everything) it turned out to be a part of our family with all four of our kids. Not a day goes by when we don’t say “use your SNAP!” It has truly been effective for all of our family & we are so grateful to the staff for working with us! Our son has made major improvements!” Child quote, “SNAP is very helpful very fun, love to play games and eat. I love SNAP.” SNAP in Schools and Communities completed the first summer mini-session at the Library Partnership Resource Center on June 27, and will continue in July with their second group of children. SNAP started another summer mini-session at Cone Park during the month of June and will complete sessions in July. SIS-C sessions (full 13 sessions) are being provided at Girls Place, Boys and Girls Club, and Unity Family Community Center. SNAP Outreach is a bit slow at the moment with the schools being closed. Overall, SNAP is staying in-touch with community partners that are available during the summer. In July SNAP will be reaching-out to the schools once again to join staff meetings and family involvement days (Greet-the-Teacher or OpenHouse).

**Independent Living**

The Independent Living Program continues to operate and flow consistently and smoothly. In the month of June one of our newest counselors resigned due to reasons beyond her control. We hired for her position, and the new Independent Living Counselor began in the month of June. This newest counselor is already certified, so is she able to obtain a caseload very soon. Due to the caseload change, the Independent Living Supervisor still has a small caseload as well.

The Independent Living Program continues to meet deliverables. We recently submitted an RFP to maintain and obtain an expanded version of the Independent Living Program for the upcoming fiscal year, and though the entity needed more time to sort out budget concerns, our contract has been extended through this calendar year. Our Postsecondary Education Services and Support (PESS). Extended Foster Care (EFC), and Aftercare Program participants remain motivated, while attending college, technical or certification programs, or working. Our Independent Living Counselors continue to meet with each participant and continues to work on setting and achieving goals.

The Independent Living Program continues to serve around 50 individuals, encompassing our secondary (16 & 17-year old’s) and primary cases (18–23-year old’s). We recently attended the annual Independent Living Conference in Orlando, and garnered evidence-based approaches to working with our population, while promoting success. We continue to seek ways to enhance and improve the Independent Living Program.

**Prevention Services**

As June is in full swing the 22-23 school year officially is wrap for our Prevention staff. With all their documentation and paperwork complete, the prevention staff have shifted into their summer mode. Field trips, crafts, educational materials, mentoring and even some playground time. The staff have been a tremendous asset to all the summer activities happing across three counties.

Alachua County staff members are continuing their support in their summer camps at the Cone Park Resource Center, Library Partnership Resource Center, and Hawthorne High School. We also are supporting Bell and Trenton Elementary School with their summer programs. The Levy County staff are supporting Achieve Summer Camp sponsored by the Levy County Prevention Coalition. The Achieve program was hosted by schools all across Levy County. The staff have been able to adapt to their summer locations, different children and still be influential in their purpose.

The Prevention staff are also in planning mode for the upcoming schools. Ordering program materials, communicating with our host schools and participating in trainings.

We also cannot forget to mention the end of an era happened at the end June, with a change in Managers for the Prevention Staff; Tisha Geiger and Jonathan Lewis will now fill Gwen’s position as Co-Managers. This comes with new roles being formed, lots of conversations, planning and paving a way for new and exciting plans.