

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT
Date: October 27, 2022
Time: 9:00a
Location: Via Zoom
Date of Next Meeting: **December 15, 2022, 9:00a**
Attendance: Jessica Bechtold, Marianna Cotter, Alex Culbreth, Phil Kabler, Angie Lay, Paula Moreno, Diana Sanchez, Stephanie Sheppard, Brian Smith, Sr., Evelitza Soto, Cindy Starling-Hersey, Liz Tschumy, Zeke Whitter, Sabriena Williams
Absent: Stephanie Douglas, Carlos Lopez, Gwen Love

I. Business Operations:

A. Stored documents and items

1. *Sub-topic:* DJJ Restoring Hope Training Summit (Cindy S-H, Sabriena W)
Discussion: Report on program, trainings
Outcome, Actions, Timeframe: Ongoing
2. *Sub-topic:* Bivens (and other programs) stored files review (Cindy S-H)
Discussion: Bivens non-document items will be available on a 'first come' basis (date to be announced)
Outcome, Actions, Timeframe: Ongoing
3. *Sub-topic:* Internal SNAP referrals (Cindy S-H, Evelitza S)
Discussion: Collaboration and referrals from CINS/FINS program
Outcome, Actions, Timeframe: Ongoing
4. *Sub-topic:* Deliverables - by program (Cindy S-H)
Discussion: CINS/FINS on-target; SNAP clinical having 'no-shows'; SNAP-In-Schools expanding; Teen Court group referrals to FAP-C; SBAC/DJJ attorneys Case Staffing Committees/petitions
Outcome, Actions, Timeframe: Ongoing
5. *Sub-topic:* Monthly Team meeting minutes – to Sam C, cc. Cindy S-H, PNK (PNK)
Discussion: Presented
Outcome, Actions, Timeframe: By 11/10/22
6. *Sub-topic:* Monthly Program Reports – to PNK, Cindy S-H (PNK)
Discussion: September Program Reports – previously sent by e-mail
Outcome, Actions, Timeframe: By 11/5/22

B. Monthly Budget (Revenue and Expenses)

1. *Sub-topic:* Director Budgets (Diana S)
Discussion: Circulated today
Outcome, Actions, Timeframe: Ongoing
2. *Sub-topic:* CPA audit (Diana S)
Discussion: On-track for an unmodified audit
Outcome, Actions, Timeframe: Pending with CPAs

C. Marketing and Business Development

1. *Sub-topic:* Annual Meeting and Celebration (11/17/22) (Paula M)
Discussion: Preparations underway
Outcome, Actions, Timeframe: 11/17/22
2. *Sub-topic:* Central/Northwest activities & plans (Paula M)
Discussion: Safe Place update
Outcome, Actions, Timeframe: Ongoing
3. *Sub-topic:* East activities & plans (Marianna C)
Discussion: Putnam County proclamation received; donations received; Palatka donation tonight; 11/10/22 event in-planning
Outcome, Actions, Timeframe: Ongoing

D. Regulatory Issues

1. *Sub-topic:* Signed contracts (Phil K)
Discussion: BAYS Florida Collaborative Agreement; Barry University internship
Outcome, Actions, Timeframe: Ongoing
2. *Subtopic:* Grant applications (Phil K)
Discussion: (a) There is a Board emphasis on pursuing new grant funds; (b) BCG Carry-Over (re: IYP-E); Gainesville ARPA; Clay Electric Foundation (re: IYP-E); Rotary Gainesville Sunrise (re: IYP-C); Rotary Gainesville Foundation; Friends of the Library (SNAP)
Outcome, Actions, Timeframe: Ongoing
3. *Subtopic:* Board update (Phil K)
Discussion: 10/13/22 Meeting – Numerous corporate matters; budget focus
Outcome, Actions, Timeframe: Pending 11/10/22

E. Human Resource Issues (Staffing and Training)

1. *Sub-topic:* HR update (Angie L)
Discussion: Krizner training, turn in signed acknowledgment; Gwen L has a new hire
Outcome, Actions, Timeframe: Ongoing
2. *Sub-topic:* Training (Cindy S-H)
Discussion: DCF training (Jacksonville; Alex attended), we are in-line with their requirements with exception
Outcome, Actions, Timeframe: Ongoing
3. *Sub-topic:* Overtime management/approval (Cindy S-H)
Discussion: 15+ hours to be approved in-writing; Team meeting options being considered
Outcome, Actions, Timeframe: Ongoing
4. *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
Outcome, Actions, Timeframe: Ongoing

II. Health and Safety: Program/Regional Coordinators

A. External Inspections

1. *Sub-topic:* Completed and pending (Phil K)
Discussion: Bivens fire inspections with follow-up; shelters also undergoing fire inspections
Outcome, Actions, Timeframe: Ongoing

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

1. *Sub-topic:* N/A
Discussion: No discussion
Outcome, Actions, Timeframe:

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

1. *Sub-topic:* Reporting (Cindy S-H)
Discussion: Will work with trends at IYP-C
Outcome, Actions, Timeframe: Ongoing

III. Quality Improvement

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

1. *Sub-topic:* N/A
Discussion: No discussion
Outcome, Actions, Timeframe:

B. Outcome Management (status, reports, recommendations)

1. *Sub-topic:* N/A
Discussion: No discussion
Outcome, Actions, Timeframe:

C. Accreditation and Regulatory Requirements

1. *Sub-topic:* N/A
Discussion: No discussion
Outcome, Actions, Timeframe:

D. Policy and Procedure Updates and/or Review

1. *Sub-topic:* N/A
Discussion: No discussion
Outcome, Actions, Timeframe:

E. Participant Complaint and Grievance (specific and quarterly review of trends)

1. *Sub-topic:* IYP-C parent contact (Cindy S-H)
Discussion: No follow-up from parent after Cindy S-H outreach
Outcome, Actions, Timeframe: Ongoing

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

1. *Sub-topic:* Accessibility Plan
Discussion: No discussion
Outcome, Actions, Timeframe:
2. *Sub-topic:* Cultural Competence Plan
Discussion: No discussion
Outcome, Actions, Timeframe:
3. *Sub-topic:* Input Plan
Discussion: No discussion
Outcome, Actions, Timeframe:

IV. Risk Management

A. Risk Management Plan (exposure to loss)

1. *Sub-topic:* Facility checks/maintenance (Phil K)
Discussion: Presented
Outcome, Actions, Timeframe: Ongoing
2. *Sub-topic:* Other assets checks/maintenance (Phil K)
Discussion: Presented
Outcome, Actions, Timeframe: Ongoing

B. Employee Concerns or Complaints

1. *Sub-topic:* Concerns/complaints (Phil K)
Discussion: No discussion
Outcome, Actions, Timeframe:

C. Potential regulatory audits and/or investigation of operations

1. *Sub-topic:* N/A
Discussion: No discussion
Outcome, Actions, Timeframe:

V. Information Technology

A. Technology Plan

1. *Sub-topic:* Data reporting (Liz T)
Discussion: Basic Center Grant reporting for IYP-C/E, HMIS upload; SharePoint implementation going well; human trafficking/risky behavior training requirement under BCG grant, sex education under NetMIS services tab (helpful to-do during intake); timely file incident reports; obtain satisfaction surveys
Outcome, Actions, Timeframe: Ongoing

VI. Clinical/Program

A. Medical and Medication Issues

1. *Sub-topic:* General (Cindy S-H)
Discussion: No discussion
Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

1. *Sub-topic:* Staffing (Cindy S-H)
Discussion: Hiring needs in FAP-C
Outcome, Actions, Timeframe: Ongoing

VII. 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: There will be no November EMT; the next one will be 12/15/22 9:00a
Outcome, Actions, Timeframe:

Philip N Kabler

Respectfully submitted by:

Philip N. Kabler
Name

October 27, 2022
Date

INTERFACE YOUTH PROGRAM CENTRAL

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

Participant Information

- **Participants Served – 4**
- **Participant Intakes – 4**
- **Participant Screenings – 13**
- **Participant Dispositions – 3**

New Hires

- **Joy Budiman was hired on September 7, 2022 as a Youth Care Worker.**
- **Tocarra Morris was hired on September 7, 2022 as a Youth Care Worker.**
- **Joann Rosario was hired on September 27, 2022 as a Youth Care Worker.**

Resignations

- **None To Report**

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. The following Schools participated in this process: (1). Westwood Middle School (2). Hidden Oak Elementary (3). Lincoln Middle School (4). Fort Clarke Middle School. This CDS / IYP-C Outreach strategy will be on going during this Academic School Year.**

Interface Youth Program Central Staff Meetings

- **Staff Meeting on September 8, 2022: (1). Introduced the three New Youth Care Workers. (2). Update provided on the “remodeling process” regarding RR Construction. (3). Information was provided regarding the process of applying for the Senior YCW position at IYP-C. (4). Residential Counselor Naomi Thompson**

- and Residential Counselor Belinda Ross conducted an In-Service Training on Participant Supervision and Bed Time Supervision / Bed Checking Process. (5). Information was provided regarding the Training Requirements for New Youth Care Workers and On-going staff as the Program prepares for the upcoming QI Review. (6). Program Updates were provided by the Cook, House Manager, Residential Administrative Assistant, Residential Supervisor and Regional Director. (7). Next Staff Meeting will occur on September 22, 2022 from 4pm-6pm.
- ◆ Staff Meeting on September 22, 2022: (1). Introduce Kevin Lee as the New IYP-C Senior Youth Care Worker. (2). Introduce Donnell Gonzales as the New IYP-C Intern. (3). Update provided on the “remodeling process” regarding RR Construction. (4). Residential Counselor Naomi Thompson conducted an In-Service Training on the Search Policy and SOGIE. (5). Update provided on the Volunteer Training at IYP-C that occurred on September 23, 2022. (6). Information provided on the “Single Transport Finder” notebook by the Regional Director. (7). Program Updates were provided by the Cook, House Manager, Residential Administrative Assistant, Residential Supervisor and Regional Director. (8). Next Staff Meeting will occur on October 27, 2022 from 4pm-6pm.

Program Information

- As a result of the Building Emergency from a major plumbing incident that occurred at IYP-C in August 2022, normal Residential Services resumed at Interface Youth Program Central on Monday September 19, 2022 at approximately 11:38am. Also, Regional Director Zeke Whitter notified DJJ Central Communication Center, the Florida Department of Juvenile Justice and the Florida Network of Youth and Family Services regarding this reopening process.
- RR Construction has begun the final phase of this project concerning the IYP-C “remodeling process” that is needed pertaining to the female living room bathroom.
- Due to the threatening and unsafe weather conditions related to Hurricane Ian, three (3) male CINS/FINS participants were furlough for 48 hours (as permitted) on the evening of Wednesday September 28, 2022. The guardians of these three (3) male CINS/FINS participants supported this furlough process. Therefore, a “Temporary Closure” of IYP-C was necessary for Thursday September 29, 2022. A decision will be made by the guardians of these three (3) male CINS/FINS participants to continue Residential Services at IYP-C on Friday September 30, 2022 if the weather conditions are no longer a threat to their traveling safety.
- Normal Residential Services resumed at Interface Youth Program Central on Friday September 30, 2022 at approximately 10am. Also, Regional Director Zeke Whitter notified the DJJ Central Communication Center, the Florida Department

of Juvenile Justice and the Florida Network of Youth and Family Services regarding this reopening process.

Interface Youth Program Central Employees

- **IYP-C has 26 employees**
- **Regional Director, Residential Supervisor, 2 Full Time Residential Counselors, 1 Residential Administrative Assistant, 1 Part Time Cook, 1 Part Time House Manager, 1 Part Time Registered Nurse, 3 Full Time YCW, 9 Part Time YCW, 1 Life Skills Educator/ YCW and 5 PRN.**
- **IYP-C needs: (1). 2 Full Time YCW (2). 2 Part Time YCW (3). 2 PRN (5). 1 Part Time Registered Nurse.**

This report was submitted by Regional Director Zeke Whitter on October 7, 2022.

PROGRAM REPORT
September 2022

Family Action-Central

Family Action-central has had a productive month with regards to outreach and referrals and we have welcomed a new Counselor/ Case Manager (Rebecca Hunt) as well as a new intern (Olivia Hollier) to the program. Rebecca serves as a Family Action Counselor/ Case Manager in the past and as returned to continue the role in Gainesville, fl. Olivia, too, has much experience with our youth population as she also serves as a youth's services manager at teen court. Currently, candidates for the Administrative assistant position and the Counselor/ Case Manager position are now in the background screening process and we are awaiting eligibility status.

On September 29th, Jessica Bechtold, Adam Hassan, and Arielle Tibon provided an hour long training to parents and school personnel on the importance of social support and its impact on mental health. During the training we also took the opportunity to provide the group with information about our programs as well as about the services of which we provide. In related news, IYPC is up and running again and as a result, we will continue to collaborate with the program in order to increase the continuity of care.

Truancy court and the School Attendance Review Board were cancelled for the month of September.

We continue to follow a comprehensive building plan, safety protocols, and sanitation schedules in order to increase safety and decrease risk during COVID.

East Program Report- September 2022

Family Action

Ms. Lytinia the Family Action case manager has excelled again for the month of September. We had a SIT meeting September 26th and several youth were court-ordered into shelter. We have another SIT meeting scheduled for October 3rd in which we expect several more youth to be court-ordered to shelter since we have 45 cases on the docket. During the month of September Ms. Lytinia opened 9 cases and had 2 more scheduled that would have been opened had the families responded and shown up to the scheduled intakes. 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 Safe Place/Outreach Specialist Mrs. Marianna met with all the school counselors and deans at a meeting to train and educate them on the services of the shelter and of Safe Place procedures. Some additional events held by the Safe Place/Outreach Specialist were holding a training at the library in Bostwick, attending the Behavioral Health Forum, the Putnam Safety Net Alliance meeting, the FIT training, and the Children's Behavioral Subcommittee meeting. The Safe Place/Outreach Specialist also attended the RIIYTTAC call for tools for NRPM, attended a training for 1st episode psychosis, attended the Chamber of Commerce after hours meeting, met with Breck Sloan about the NRPM event in Palatka, and participated in the strategic planning meeting for Putnam. On top of all these events and meetings, the Safe Place/Outreach Specialist also found the time to conduct a group at the shelter for the youth on Safe Place procedures. During the month the shelter was doing tremendously well and maintained high numbers throughout the month. On September 13th the Regional Director and Safe Place/Outreach Specialist attended the Juvenile Justice Council Meeting which was also chaired by the Safe Place/Outreach Specialist. September 20th the Directors held their weekly Director's meeting to discuss shelter issues and work on collaborating to resolve these issues. On September 21st, the Regional Director and the Safe Place/Outreach Specialist attended the CINS/FINS meeting to discuss policy updates, training, and shelter concerns. On September 29th, the Regional Director and the Safe Place/Outreach Specialist attended the Basic Center Grantee Cluster Call and acquired training regarding LGBTQI youth and better ways to assist them and their families while in our services. On September 30th, the Regional Director held staff meeting to discuss several topics of shelter business and also to check in with everyone and see how they fared after Hurricane Ian.

We are currently looking for a Residential Supervisor to fill the vacancy. We recently hired Ms. Veronica as a YCW and she has been an invaluable asset already in providing much needed coverage to the shelter. We are still looking to hire another part-time YCW to ensure adequate coverage at all times and to also allow for ease of granting days off and vacation requests readily.

Child Welfare - NW Region Report

Residential Shelter:

- Participants Served 13 (12 C/F + 0 DCF + 1 DV)
- Intakes 7
- Dispositions 9
- We had a new YCW start on 9/14/2022- Josie Jackson
- We contributed with 3 FA referrals
- Had 2 UER's for the month
- House manager Belinda Kennedy resigned on 9/13/2022
- Averaged approximately 6 bed nights @ day for the month
- Anticipating hiring another PR Female employee
- Bathroom maintenance issues
- 2 HMIS Meetings -- Walter
- Had the Van repaired and it is now operable

Family Action Outreach Report -Columbia County

SEPTEMBER 2022 FA Update

-Fall 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.

-Lisa Lee, Principle RSGA (Columbia County) has followed up that she is designing two (2) all girls groups each to have eight (8) pxl

-All FA files have been updated to include most recent FL network and CDS policies!

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

- Continuing to coordinate and service all Columbia County truancy referrals
- 2 Cross Reference Referrals from IYPNW for Stephanie!
- 2 Cross Reference referrals from IYPNW for Jennifer!

Columbia County Outreach

- 9/19/22-Lisa Lee RSGA Principle
- 9/21/22-Department of Juvenile Justice
- 9/12/22- LCMS Mr. Dotson Principle

Suwannee County Outreach

- 9/13/22-Suwannee high School
- 9/13/22-Suwannee Middle School
- 9/20/22 Suwannee Springcrest Elementary School
- 9/20/22-Suwannee Riverside Elementary School
- 9/20/22-Suwannee Pineview Elementary School
- 9/6/22-Dept. of Juvenile Justice George Williams -1:00pm-JPO
- 9/6/22- Dept. of Juvenile justice –Desirae moody -1:30pm-JPO Supervisor
- 9/6/22 IYPNW Flyers left at Department of Juvenile justice
- 9/13/22 IYPNW Flyers left at Opportunity School

Independent Living Program Report September 2022

The IL Program continues to flow consistently, while remaining understaffed. We still need to fill a vacant Independent Living Counselor position. Unfortunately, the counselor we thought would begin at the end of August did not pan out. We currently have a potential new hire, and she is in the background screening process.

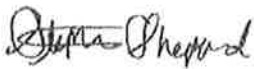
As was the case on last month, the IL Program has done well, even with the lack of staff, as we have continued to meet all deliverables within the allotted time frames. I remain working a caseload to keep up with the daily demands and will continue to work this caseload until the new hires are fully acclimated to the IL Program and its intricacies.

Hurricane Ian brought a myriad of emotions and tasks, and thankfully all our students made it through without any harm or damage. The counselors and I ensured all our young adults had the essentials for a storm, and that they had safe housing.

Currently, we service around 52 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.

We're looking forward to the IL Program continuing to grow, and to having many more success stories.

Sincerely,



Dr. Stephanie Sheppard

Prevention Services Program Report September 2022

Prevention Services staff members were busy working with the challenges that come with the beginning of the school year. It usually takes from the first day of school through the end of September to get class and group schedules correct. Not to mention the hundreds of pretest that have to be administered to students participating in our programs. Gwen Love with the assistance of Liz Tschumy worked through the difficult process of applying for the agency's SAMH Universal Direct and Universal Indirect Licenses for 2023. The process was successful and the new licenses were received on September 21, 2022. All of our host school sites were damage free after hurricane Ian. Bronson Elementary School served as a special needs shelter during the storm. We are all so thankful that we escaped the harmful effects of hurricane Ian.

On September 18th, Gwen Love assisted the Alachua County Health Promotion and Wellness Coalition with their 4th Annual "Run for Your Life 5K Race to End Substance Abuse". The Color Run is a family oriented event that focuses on substance use and abuse. Gwen sits on the Board of Directors for HPW and staffed HPW's information table during the event.

Phil Kabler

From: Cindy Starling
Sent: Monday, October 3, 2022 2:09 PM
To: Phil Kabler; Sam Clark
Subject: FW: Staff Minutes (Oct. 3rd) and September Program Report
Attachments: 2022-10-03 Staff Meeting.doc

Hi, Thank you

Cindy Starling-Hersey
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Click the link below to purchase the book <https://smile.amazon.com/dp/B089888888> or www.cdsfl.org for more information on CDS Family & Behavioral Health Services. We are here to help you succeed.



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From: Evelitza Soto <Evelitza_Soto@cdsfl.org>
Sent: Monday, October 3, 2022 1:55 PM
To: Cindy Starling <Cindy_Starling@cdsfl.org>
Subject: Staff Minutes (Oct. 3rd) and September Program Report

Hi Mrs. Cindy,

Here is the Staff Minutes and below is the Program Report.

September 2022:

SNAP Clinical is in the process of conducting two Boys Groups on Tuesdays and Wednesdays. Due to Hurricane Ian, the SNAP Group for session 2 was cancelled, but will be conducted this week October 4th and 5th, giving the SNAP Team one more week to add more families. SNAP Case Manager Leigh Kassem is calling families and doing her best at getting Families interested in joining the group. SNAP Clinical this semester has been a bit more complicated at getting Families to attend intakes that have been scheduled.

SIS and Communities is doing well at Rawlings in two 3rd grade classrooms (Ms. Wells and Mr. Chris). SIS-C is working on providing services at Willie Mae Stokes Community Center and at two Elementary Schools (Talbot or/and Glen Springs).

The SNAP Team has been working on outreach in hopes of receiving more referrals outside of the school system. It has been challenging, but SNAP Cool Thought: "we are not giving up, we got this!"

Levelita Soto, Director of Community Outreach
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