**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT

Date: December 15, 2022

Time: 9:00a

Location: Via Zoom

Date of Next Meeting: January 18, 2023, 9:00a

Attendance: Jessica Bechtold, James Berger, Marianna Cotter, Alex Culbreth, Stephanie Douglas, Phil Kabler, Carlos Lopez, Gwen Love, Stephanie Sheppard, Evelitza Soto, Cindy Starling-Hersey, Liz Tschumy, Zeke Whitter

Absent: Angie Lay, Paula Moreno, Brian Smith, Jr., Sabriena Williams

**I. Business Operations:**

A. Programmatic

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

 *Discussion:* All programs are on-track; FL Network has recognized CINS/FINS performance; positively affecting revenue stream.

 *Outcome, Actions, Timeframe:* Ongoing

*2. Sub-topic:* Focus on accessibility (PNK, Cindy S-H)

 *Discussion:* Reminded Team about the need to maintain a focus on accessibility across-the-board; includes hiring, outreach, Board composition.

 *Outcome, Actions, Timeframe:* Ongoing

*3. Sub-topic:* Monthly Program Reports (Cindy S-H)

 *Discussion:* November Program Reports attached.

 *Outcome, Actions, Timeframe:* By 1/5/23

B. Monthly Budget (Revenue and Expenses)

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

 *Discussion:* November report issued 12/8/22 (copy attached); focus on line-items/utilization definitions, paper, utilities and copying costs.

 *Outcome, Actions, Timeframe:* Ongoing

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

 *Discussion:*  No discussion (see Director Budgets).

 *Outcome, Actions, Timeframe:* Ongoing

*3. Sub-topic:* CPA audit – 2021-2022 (Phil K)

 *Discussion:* Draft unmodified (‘clean’) audit received.

 *Outcome, Actions, Timeframe:* Reviewing

C. Marketing and Business Development

*1. Sub-topic:* Annual Meeting and Celebration wrap-up (11/17/22) (Paula M)

 *Discussion:*  Input received, to be reviewed for implementation at future events; Christian Minor’s remarks very moving, he will visiting IYP-NW at Stephanie D’s invitation.

 *Outcome, Actions, Timeframe:* Completed

*2. Sub-topic:* Rebranding ‘ribbon-cutting’ (Paula M)

 *Discussion:*  Soft-launch ongoing; formal ribbon-cutting in February.

 *Outcome, Actions, Timeframe:* Ongoing

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

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

 *Outcome, Actions, Timeframe:* Pending

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

 *Discussion:*  Adding new sites; Eighth Judicial Circuit Bar Association is now a supporter; National Runaway Safeline recognition.

 *Outcome, Actions, Timeframe:* Ongoing

*5. Sub-topic:* Additional Central/Northwest activities & plans (Cindy S-H)

 *Discussion:*  New CDS promotion video being prepared 1st quarter of 2023; youth and parents sought for the video.

 *Outcome, Actions, Timeframe:* Ongoing

*6. Sub-topic:* Additional East activities & plans (Marianna C)

 *Discussion:*  No report this month.

 *Outcome, Actions, Timeframe:* Ongoing

D. Regulatory Issues

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

 *Discussion:*  HPW Coalition, Partnership for Strong Families – Amendment 1; relationship formed with Gainesville YouthBuild/AmeriCorps.

 *Outcome, Actions, Timeframe:* Ongoing

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

 *Discussion:*  They are coming in.

 *Outcome, Actions, Timeframe:* Ongoing

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

 Discussion: United Way of Suwannee Valley (duffel bags, summer program)

 *Outcome, Actions, Timeframe:* Ongoing

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

 Discussion: Engaged; currently focusing on Basic Center Grant renewal; send needs to Phil K to address with the grant writer.

 *Outcome, Actions, Timeframe:* Ongoing

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

 Discussion: New Treasurer (Frank Williams, Esq.), 3rd Circuit SNAP application, 2023 Legislative Session.

 *Outcome, Actions, Timeframe:* Next meeting 1/12/23

E. Human Resource Issues (Staffing and Training)

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

 *Discussion:*  No report due to illness.

 *Outcome, Actions, Timeframe:* Ongoing

*2. Sub-topic:* Holiday season bonuses (Phil K, Cindy S-H)

 *Discussion:*  Carlos L noted morale remains ‘up.

 *Outcome, Actions, Timeframe:* Ongoing

*3. Sub-topic:* Training (Cindy S-H, Alex C)

 *Discussion:*  QIC update (topics – nature of the PXs’ needs, fundraising); December CINS/FINS meeting postponed.

 *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

 *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 with follow-up, tree work completed 12/14/22, final inspection 12/21/22; shelters also undergoing fire 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:* Weekly (with signatures), re-inspect and update logs.

 *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.

 *Outcome, Actions, Timeframe:* Ongoing

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

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

 *Discussion:*  Nothing currently of note; reminder to check locked grievance boxes, log update daily.

 *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, emergency drill records.

 *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.

 *Outcome, Actions, Timeframe:* Ongoing

*2.* *Subtopic:* Other accreditation/regulatory planning (Cindy S-H)

 Discussion: Currently in audit season; always ‘audit ready’for FL Network/DJJ, LSF/SAMH (including FAC 65D-30), Partnership for Strong Families/DCF.

 *Outcome, Actions, Timeframe:* Ongoing

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

*1. Sub-topic:* No matters to discuss this month.

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

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

 *Outcome, Actions, Timeframe:* Ongoing

*2. Sub-topic:* Cultural Competence Plan

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

 *Outcome, Actions, Timeframe:* Ongoing

*3. Sub-topic:* Input Plan

 *Discussion:*  No report this month.

 *Outcome, Actions, Timeframe:*

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

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

 *Discussion:*  Addressed in II(B)(II) 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 (Phil K)

 *Discussion:*  None noted.

 *Outcome, Actions, Timeframe:* Onging

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:* During 2023 planning to make data more accessible; BCG grant – capture all RHY-eligible PXs; update post-screening information is identified (e.g., runaway, homeless); numbers are increasing (all programs).

 *Outcome, Actions, Timeframe:* Ongoing

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* No report this month.

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

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

 *Discussion:*  Independent fully staffing; most programs have vacancies.

 *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:* Future EMT meetings

 *Discussion:* To be held on 3rd Wednesdays at 9:00a going forward.

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

 *Discussion:* *Happy Holidays and New Year!*

 *Outcome, Actions, Timeframe:* Ongoing

*Philip N Kabler*

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Philip N. Kabler |  |  December 15, 2022 |

 Name Date

**PROGRAM REPORTS**

**November 2022**

**Family Action - Central**

Family action central has had a productive month as we continue to see an increase in referrals primarily from school counselors. In addition, we have started groups at the Alachua County Sherriff’s office. While the current focus is on de-escalation and healthy coping skills, we plan to expand group topics based on youth needs. We currently have 8 youth in attendance.

Family action has three open positions; two counselor/ case manager positions and one administrative assistant position which is currently in background screen. 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.

Truancy court was held on November 16th where one case was reviewed. Family action is currently actively working on scheduling a case staffing within the next few months for five unresponsive Truancy cases. Jess has reached out to community partners in order to develop a comprehensive team with the hope that it enhances outcome measures.

We continue to follow a comprehensive building plan, safety protocols, and sanitation schedules in order to maintain safety measures.

**SNAP CLINICAL/SNAP IN SCHOOLS**

For the month of November, SNAP Clinical completed sessions 6-10 for two SNAP Boys groups on Tuesdays and Wednesdays. SNAP Clinical will be graduating 6 Families on December 13th and 14th. During the month of November, SNAP Clinical has completed 3 intakes for the Jan. 2023 groups. SNAP Boys Groups will begin on Jan. 9th and 10th with an Open House and then on Jan. 23rd and 24th with session 1. Referrals are slowly coming in week by week. SNAP Outreach has been going well, Supervisor stays in contact with school counselors and other school staff.

SIS-C is completing both Rawlings 3rd Grade classrooms on Dec. 6th and 8th. SIS-C already has a scheduled meeting with Rawlings on Jan. 4th to meet the two new classrooms that SIS will be provided. SIS-C is still being provided to Willie Mae Stokes Community Center on Tuesdays at 4pm, by the ending of November 3 sessions had been completed. SIS is being completed with two small groups at Williams Elementary as well. SIS is planning on possibly adding another school (Hidden Oak Elementary) due to the school requesting SIS, but it is still in its planning stages.

**Interface Youth Program - Central**

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

Participant Information

* Participants Served – 27
* Participant Intakes – 12
* Participant Screenings – 40
* Participant Dispositions – 20

New Hires

* None To Report

Resignations

* Youth Care Worker Molesha Perkins resigned on 11/5/2022
* Youth Care Worker Melody McMann resigned on 11/8/2022
* Youth Care Worker Oladis Jones resigned on 11/8/2022

 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). Westwood Middle School. (2). Micro School.

Interface Youth Program Central Staff Meeting

* No IYP-C Staff Meeting For November 2022

Program Update Information

* Thanks to the Board of County Commissioners of Alachua County Florida, November 2022 was declared “National Runaway Prevention Month” in Alachua County, Florida. At the Alachua County Board of County Commissions meeting on November 8, 2022, CDS was provided with that Official Proclamation by Board of County Commissioner Ken Cornell. CDS President of the Board Tommy Lane, CEO Phil Kabler and Regional Director of IYP-C Zeke Whitter received that Official Proclamation at that time.
* IYP-C Residential Counselor Naomi Thompson received the Employee of the Year award for IYP-C at the CDS Annual Meeting on November 7, 2022
* Two (2) IYP-C participants received awards at the CDS Annual Meeting on November 7, 2022 for their poster designs related to the National Runaway Lighthouse poster completion. Those winning posters were showcased at the CDS Annual Meeting.
* This month Interface Youth Program Central participated in the 2022 Juvenile Residential Facility Census (JRFC) which is sponsored by the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The JRFC is an ongoing data collection agency undertaken by OJJDP, which collects information on the characteristics of juvenile facilities and the service provided to youth housed in those facilities. The U.S. Census Bureaus is OJJDP’s data collection agent. The JRFC provides detailed information of juveniles in custody and provides statistical data to OJJDP in order to educate policymakers, practitioners, and the public about youth held in our country’s juvenile residential facilities. The completion date to return the questionnaire was by November 30, 2022.

Interface Youth Program Central Employees

* IYP-C has 23 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, 7 Part Time YCW, 1 Life Skills Educator/ YCW and 3 PRN.
* IYP-C needs: (1). 2 Full Time YCW (2). 3 Part Time YCW (3). 2 PRN (5). 1 Part Time Registered Nurse.

This report was submitted by Regional Director Zeke Whitter on 12/9/2022.

**Interface Youth Program/Family Action Program – East**

**Family Action**

For the month of November our Family Action numbers have once again been great. We had our SIT meeting on November 28th where we made recommendations for several youth to be court ordered into shelter due to their habitual truancy. Following that on November 29th, Ms. Lytinia attended truancy court where we had 5 children court ordered by the judge into shelter.

**Residential Shelter**

To start the month off, the Safe Place/Outreach Specialist presented to the Azalea Kiwanis club to educate them on our services and handed out materials. During the month she also spoke with the school counselor at Kelley Smith about setting up a human trafficking program.

The week of November 14th started off with trainings from the Family & Youth Services Bureau and Runaway and Homeless Youth Training & Technical Assistance Center National Grantee training for 2022 with the theme of “Resilience: The Power of Youth, Community, and Connections”. The keynote speaker, Dr. Ginwright offered some insightful knowledge into the impact that we can have on others and their possibility of healing. The Regional Director, Life Skills Educator, and the Safe Place/Outreach Specialist attended these trainings.

On November 17th, we had our annual meeting once again at the lovely Sweet Water Branch Inn which afforded an opportunity to meet with some of our wonderful community partners, visit with employees from other sites, and also chat with newly retired employees.

On November 22nd East shelter had staff meeting followed by a luxurious Thanksgiving feast prepared by our lovely House Manger Mrs. Freddie, who will sadly be retiring the end of next month. Following this, our staff and children enjoyed a much deserved break and Thanksgiving holiday.

On November 29th, the Regional Director and Residential Counselor left for Clearwater Beach to attend the QIC, where the Director would attend the regular QIC trainings and informative sessions while the Counselor attended Peer Reviewer training to become a newly certified peer reviewer. Joined by the COO, we all enjoyed our time at the QIC and brought back some insightful and helpful knowledge. One thing we learned is that the formerly names, Quality Improvement Committee is now referred to as the Quality Improvement Community, in an effort to include all of the wonderful people who make what we do possible. This was also the theme that resonated during the Grantee trainings as well.

On November 30th we had a new hire, Ms. Floyd start her employment with CDS by attending her new hire orientation with Mrs. Angie. We look forward to adding her to our team and giving our hard working staff some much needed breaks.

**Interface Youth Program/Family Action Program - Northwest**

**Residential Shelter**

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

* Participants Served 11  ( 10 C/F + 1 DCF + 0 DV)
* Intakes 4
* Dispositions 9
* We had a new YCW applicant is cleared; waiting on references.
* Had (1) female runaway dropped off by CCSD on 11/4/22
* We contributed with 2 FA referrals
* Had 3 UER's for the month
* Averaged approximately 6 bed nights @ day for the month

**Family Action Outreach Report**

**November 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**

11/7/22-Eastside Elem

11/10/22-Department of Juvenile justice –David Bedenbaugh/Destiny

11/15/22-Pathways Alternative School

1 cross referrals from IYPNW

**IYPNW Flyers**

Lake City Middle School-11/17/22

Columbia High School-11/11/22

**Suwannee County Outreach**

**Family Action Flyers**

11/8/22-Suwannee High School

11/8/22-Suwannee Middle School

11/10/22-Suwannee Springcrest Elementary

11/10/22-Suwannee Riverside Elementary

11/10/22-Suwannee Pineview Elementary

**11/15/22- Dept of Juvenile Justice:**

George Williams – 1:00am - JPO

Katrina Taylor– 1:30pm – JPO Supervisor

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

Department of Juvenile Justice-11/8/22

Opportunity School -11/8/22

Suwannee Middle School-11/8/22

1 Cross reference referrals from IYP - NW

**Prevention Services Program**

November has truly been a month to be thankful for program services, our school partners, and for Prevention Services’ staff members. We were thankful to welcome a new Team member, Catherine Mahoney. Catherine was oriented on November 4, 2022 and started training for her position as a Prevention Specialist on November 7, 2022. Catherine began facilitating our “Too Good for Drugs” and “Too Good for Violence” programs at Williston Elementary School on November 14th. Catherine was trained on both curriculums by our in-house trainer Lisa Campbell.

On November 17th during the CDS Annual meeting, Prevention Specialist Ben Swilley received the 2022 CDS Prevention Services’ Employee of the Year Award. Ben was recognized for his willingness to do whatever is needed to ensure that our program services are delivered with exceptional quality. He travels weekly between two host schools to facilitate the “Too Good for Drugs” and “Too Good for Violence curriculums. He is always positive and encouraging with the students that he works with, as well as his coworkers.

**Independent Living Program**

The IL Program continues to do well. As it has previously been reported, we are still working to cohesively handle caseloads, as we were understaffed. While we are currently fully staffed, our newest IL Counselors are 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. During this time of year, we look forward to our youth and young adults completing educational pursuits, and/or becoming closer to those goals, as the year nears to an end. We also take additional time with our primary caseloads to ensure everyone remains well during the holiday season as it can be difficult for some due to lack of connected relationship with family.

Currently, we 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’re looking forward to the IL Program continuing to grow, and to having many more success stories.