

# Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

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Meeting: **Interface Youth Program Central**

Date: **January 25, 2024**

Time: **4pm-6pm**

Location: **1400 NW 29<sup>th</sup> Road, Gainesville, Florida 32605**

Date of Next Meeting: **February 22, 2024**

Attendance: **Zeke Whitter, Brian Smith, Naomi Thompson, Belinda Ross, Kevin Lee, Anita Jenkins-McCarter, William Harmon, Joe Mattox, Jacovy Smith, Alayna Mills, Carl Peoples, Preston White, Jeremy Jackson, Nadia Matthews, Sheila Parker and LaRose Manker.**

Absent: **Angela Rowden, Gretchen Strickland, and Vincent Lipford.**

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## **I. Business Operations:**

### **A. Monthly Budget (Revenue and Expenses)**

#### **1. Sub-topic:**

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

### **B. Marketing and Business Development**

#### **1. Sub-topic: DJJ Secretary Eric Hall**

*Discussion:* **DJJ Secretary Eric Hall will be making unannounced visits to DJJ Funded Programs this year.**

*Outcomes, Actions, Timeframes:* **When DJJ Secretary arrives at IYP-C, staff must immediately notify the Regional Director, Residential Supervisor, the CDS COO and the CDS CEO. At that time, the Florida Network of Youth and Family Services will be notified. Maintaining a clean facility inside and outside is a priority for DJJ Secretary Eric Hall.**

### **C. Regulatory Issues**

#### **1. Sub-topic:**

*Discussion:* No discussion

*Outcome, Actions, Timeframes:*

### **D. Human Resource Issues (Staffing and Training)**

#### **1. Sub-topic: CDS / IYP-C Pending List**

*Discussion:* **Brian and Zeke will be contacting staff in order to satisfy the requirements of the IYP-C Pending List.**

*Outcome, Actions, Timeframe:* **The goal is to Update the IYP-C Pending List to prepare the Agency and Program for the on site 2024 DCF Review and CARF.**

#### **2. Sub-topic:**

*Discussion:* No discussion

*Outcome, Actions, Timeframes:*

#### **3. Sub-topic:**

*Discussion:* No Discussion

*Outcome, Actions, Timeframes:*

### **E. Annual Budget Planning and Process**

- I. *Sub-topic:*  
*Discussion:* No discussion  
*Outcome, Actions, Timeframe:*

## II. Health and Safety:

### A. External Inspections

1. *Sub-topic:* **Safety Inspections**  
*Discussion:* **Staff must focus on maintaining a clean, safe facility at all times. This also includes the outside areas of the shelter especially around the dumpster.**  
*Outcome, Actions, and Timeframe:* **Staff will be expected to complete an Unusual Event Report regarding any safety issues related to inside or outside of the facility.**

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

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

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

1. *Sub-topic:* **Unusual Event Reports and CCC Incident Reports**  
*Discussion:* **Staff must focus on completing all Unusual Event Reports and CCC Incident Reports accurately and submitting them in a timely manner. This is an Agency and Program requirement.**  
*Outcome, Actions, Timeframe:* **Zeke and or Brian will provide verbal coaching to any staff needing guidance on the completion of the Unusual Event and or the CCC Incident Reporting process. In addition, these reports will be reviewed by Brian, Zeke and Cindy.**

## III. Quality Improvement

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

1. *Sub-topic:* **IYP-C Quality Improvement Compliance Monitoring Review 2023 / 2024**  
*Discussion:* **IYP-C completed a successful on site 2023 / 2024 Quality Improvement Monitoring Review on January 17-18, 2024.**  
*Outcome, Actions, Timeframe:* **IYP-C completed the on site 2023 / 2024 Quality Improvement Monitoring Review with no "limited" ratings for the Standards / Indicators. Zeke and Brian thanked the IYP-C staff for their dedication and commitment in satisfying Agency and Program expectations regarding this Quality Improvement Monitoring Review.**
2. *Sub-topic:* **2023 /2024 DCF Review**  
*Discussion:* **The Program will prepare for the DCF Review with same focus as the Quality Improvement Compliance Monitoring Review.**  
*Outcome, Actions, Timeframes:* **According to Zeke and Brian the DCF Review should occur before March 30, 2024**

### B. Outcome Management (status, reports, recommendations)

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

### C. Accreditation and Regulatory Requirements

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

D. Policy and Procedure Updates and/or Review

1. *Sub-topic:* **Medication Policy, Quarterly Medication Training and Supervision Training**  
*Discussion:* **These trainings are ongoing and required in order to satisfy the expectations of the Program, Agency and the Florida Network of Youth and Family Services.**

*Outcome, Actions, Timeframe:* **Staff received CDS Policy and Procedures regarding the Medication Policy and the Supervision Policy. Information was also provided on the Quarterly Medication Trainings. In addition, a discussion occurred regarding Agency and Program expectations related to these trainings and staff accountability**

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

1. *Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

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

1. *Sub-topic:* Strategic Plan  
*Discussion:* No discussion  
*Outcome, Actions, Timeframe:*
2. *Sub-topic:* Accessibility Plan  
*Discussion:* No discussion  
*Outcome, Actions, Timeframe:*
3. *Sub-topic:* Cultural Competence Plan  
*Discussion:* No discussion  
*Outcome, Actions, Timeframe:*
4. *Sub-topic:* Input Plan  
*Discussion:* No discussion  
*Outcome, Actions, Timeframe:*
5. *Sub-topic:* Community Relations plan  
*Discussion:* No discussion  
*Outcome, Actions, Timeframe:*

**IV. Risk Management**

A. Risk Management Plan (exposure to loss)

1. *Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

1. *Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

C. Potential regulatory audits and/or investigation of operations

1. *Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

**V. Information Technology**

**A. Technology Plan**

*I. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

**I. Clinical/Program**

**A. Medical and Medication Issues**

*I. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

**B. Counseling and Programming Issues**

*I. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*I. Sub-topic:* **Increase Participate Utilization**

*Discussion:* **Staff must focus on increasing the participant numbers and maintaining the current participant population for at least 30 days based on the participants day by day behaviors.**

*Outcome, Actions, Timeframe:* **IYP-C must focus on Increasing participant numbers by utilizing all available strategies from the CDS On Line Referrals, Community Partners, Outreach, word of mouth, past referrals, 30 Day Follow Ups and Current Screening Referrals.**

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Respectfully submitted by:

Zeke Whitter

Name

March 8, 2024

Date