**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **January 26, 2023**

Time: **4pm-6pm**

Location: **1400 NW 29th Road, Gainesville, Florida 32605**

Date of Next Meeting: **February 23, 2023**

Attendance: **Zeke Whitter, Brian Smith, Naomi Thompson, Belinda Ross, Lyanne Lopez,**

**Kevin Lee, Anita Jenkins-McCarter, Sheila Parker, Nekesha Obas,**

**Vincent Lipford, Joe Mattox, Ken Welcome, Shaci Davis, Joy Budiman,**

**Joann Rosario, William Harmon, Lynetta Brown, Cindy Starling and**

**Phil Kabler.**

Absent: **Angela Rowden, Gretchen Strickland and Preston White**.

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Introducing New Youth Care Workers**

*Discussion:* **Jacovy Smith will be Full Time working Thursday, Friday, and Saturday midnights and Sunday evenings. Rita McNeil will be Part Time working Saturday Day Shifts.**

*Outcome, Actions, Timeframe:* **According to Residential Supervisor Brian Smith these New Youth Care Workers must complete the required trainings and shadowing’s before they will be allowed to** **work their schedule shifts. The addition of these New Youth Care Workers should have a positive impact on reducing IYP-C YCW Overtime according to Residential Supervisor Brian Smith.**

B. Marketing and Business Development

*1. Sub-topic:* **Update on the New IYP-C Shelter**

*Discussion:* **According to Phil the ground breaking ceremony for the New IYP-C Shelter will occur in a few months. The New Shelter is approximately 922 square feet and the property land area is approximately 2 acres according to Phil.**

*Outcome, Actions, Timeframe:* **The Program must continue to provide a safe service friendly environment with the excitement and anticipation of a New Shelter by the end of this calendar year according to Phil.**

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframes:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **CDS Pending Lis**t

*Discussion:* **The Regional Director and the Residential Supervisor will continue to contact staff regarding the CDS Pending List.**

*Outcome, Actions, Timeframe:* **Residential Supervisor Brian Smith will be contacting staff in order to complete the Probationary and Annual Evaluations for those staff as indicated on the CDS Pending List.**

*2.**Sub-topic:* **Youth Care Worker Training Requirements**

*Discussion:* **Cindy indicated the importance and the urgent need for all staff to complete the required trainings in preparation for the upcoming IYP-C Quality Improvement Compliance Monitoring Review***.*

*Outcome, Actions, Timeframes:* **According to Cindy, the outcome of the IYP-C Quality Improvement Compliance Monitoring Review as it relates to the training (Indicator1.04) must be rated at the least Satisfactory in order to satisfy the expectations of the Agency and the Program.**

*3.**Sub-topic:* **Managing Aggressive Behavior Training**

*Discussion:* **The Regional Director and or the Residential Supervisor will contact IYP-NW Regional Director Sabriena Williams regarding a MAB Training for IYP-C staff.**

*Outcome, Actions, Timeframes:* **This face-to-face MAB Training would be best for staff compared to****the online version according to the Regional Director****Zeke Whitter.**

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# II. Health and Safety:

A. External Inspections

*1. Sub-topic***: Health Inspections and Fire Safety Inspections**

*Discussion:* **The Residential Supervisor encouraged staff to continue to focus on maintaining a safe environment and report any unsafe concerns immediately to the House Manager, Residential Supervisor and the Regional Director.**

*Outcome, Actions, Timeframe:* **Residential Supervisor Brian Smith indicated the importance of completing all Program repairs and safety issues in a timely manner in order to have Satisfactory Inspection Reports which will be needed for our upcoming Quality Improvement Compliance Monitoring Review.**

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

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:* **IYP-C Quality Improvement Compliance Monitoring Review**

*Discussion:* **The Regional Director will create an action in order to satisfy Agency and Program expectations regarding the upcoming QI Review***.*

*Outcome, Actions, Timeframe:* **The Regional Director could not give a time frame regarding the date of the QI Review. The Regional Director indicated that we must stay prepared every day.**

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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# I. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **The Referral / Screening Expectations for Services**

*Discussion:* **Cindy discussed the importance of completing the screenings and confirming the decision for services within 30 minutes related to the Intake process. Cindy indicated if the youth is declined the Program must provide two referrals for that family.**

*Outcome, Actions, Timeframe:* **Cindy indicated that we must be warm and inviting when we respond to parents during the Screening process and to schedule Intakes as quickly as possible in order to increase participant utilization at IYP-C.**

Respectfully submitted by:

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| **Zeke Whitter** |  | **April 19, 2023** |

Name Date