

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **February 22, 2024**

Time: **4pm-6pm**

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

Date of Next Meeting: **March 28, 2024**

Attendance: **Zeke Whitter, Brian Smith, Naomi Thompson, Belinda Ross, Kevin Lee, Anita Jenkins-McCarter, William Harmon, Joe Mattox, Alayna Mills, Carl Peoples, Preston White, Vince Lipford, Nadia Matthews, and Melissa Stephens.**

Absent: **Angela Rowden, Gretchen Strickland, Jacovy Smith, Sheila Parker and LaRose Manker.**

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: **Managing Aggressive Behavior Train The Trainer**

Discussion: **Brian will be participating in the Managing Aggressive Train the Trainer for the Florida Network of Youth and Family Services.**

Outcome, Actions, Timeframes: **Brian will be in Orlando, Florida to participate in Managing Aggressive Train the Trainer. Brian will be out of the office starting 2/25/2024 and Brian will be returning on 3/4/2024.**

D. Human Resource Issues (Staffing and Training)

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

Discussion: **Brian, Kevin and Zeke will be contacting staff in order to provide the required documentation to the Human Resources Manager pertaining to the completion of the IYP-C Pending List.**

Outcome, Actions, Timeframe: **The IYP-C Pending List must be completed prior to the on site 2024 DCF Review. The IYP-C on site DCF Review should occur before 3/30/2024.**

2. *Sub-topic:*
Discussion: No discussion
Outcome, Actions, Timeframes:

3. *Sub-topic:*
Discussion: No Discussion
Outcome, Actions, Timeframes:

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:* **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 the front entrance of the facility.**
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: **Brian, Kevin and Zeke can provide verbal and or written instructions to any staff needing assistance 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. The CCC Incidents Reports will be submitted to DJJ.**

III. Quality Improvement

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

1. *Sub-topic:* **2023 / 2024 DCF Review**
Discussion: **The Program is preparing for the on site DCF Review.**
Outcome, Actions, Timeframe: **Staff was provided information regarding the DCF Review. The IYP-C Management Team are having on going meetings concerning the DCF Review. The Program will receive additional information regarding the DCF Review from the CDS EMT and CINS / FINS Meetings.**

2. *Sub-topic:* **2023 / 2024 CARF Review**
Discussion: **The Program will begin preparing for the CARF Review.**
Outcome, Actions, Timeframes: **The Program will receive information regarding the CARF Review from the CDS EMT and CINS / FINS Meetings.**

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:* **FACE Book Training, Behavioral Expectations and Trauma Inform Care.**

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 FACE Book, Behavioral Expectations and Trauma Inform Care. In addition, a discussion occurred regarding Agency and Program expectations related to these trainings and staff accountability. These trainings will be ongoing.**

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: No discussion

Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

VII. Other Business:

1. Sub-topic: **Leave Request Process**

Discussion: **All staff must complete the required Leave Request when requesting time off.**

Outcome, Actions, Timeframe: **Staff must complete their Leave Request at least two weeks before the day(s) requesting off. These Leave Requests must be scanned to Zeke and Brian. Staff must contact Zeke or Brian in 48 hour if that staff has not received a response regarding that Leave Request.**

Respectfully submitted by:

Zeke Whitter

Name

March 11, 2024

Date