**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **February 23, 2023**

Time: **4pm-6pm**

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

Date of Next Meeting: **March 9, 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 and Preston White.**

Absent: **Angela Rowden and Gretchen Strickland**

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **Active Shooter Presentation from Lieutenant Charlie Ward with the Gainesville Police Department (GPD).**

 *Discussion:* **The Active Shooter Presentation provided information regarding the following: (1). The Active Shooter’s mindset. (2). Identifying evacuation routes. (3). Techniques for hiding and barricading doors. (4). How to survive an Active Shooting. (5). Law Enforcement response and expectations. (6). Communication with Law Enforcement on the scene**.

 *Outcome, Actions, Timeframe:* **Regional Director Zeke Whitter encourage staff to review the CDS Policy and Procedure regarding the Shooting Plan and to incorporate the Presentation information provided by Lieutenant Charlie Ward with GPD.**

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

 *Discussion:* **The IYP-C Ground Breaking Ceremony will occur in a few months.**

 *Outcomes, Actions, Timeframe:* **Regional Director Zeke Whitter indicated that IYP-C mustcontinue to provide a safe service friendly environment for our participants, staff and the public with the focus of a New Shelter by the end of this calendar year**.

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:* **Residential Supervisor Brian Smith 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****and DCF****Review.**

 *Outcome, Actions, Timeframes:* **Regional Director Whitter reminded staff that IYP-C must receive a rating of Satisfactory as it relates to the training requirements (1.04) in order to satisfy the expectations of the Agency and the Program regarding the upcoming QI Review.**

*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 preferred 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***: Safety Inspections**

 *Discussion:*  **Residential Supervisor Brian Smith encourage staff to continue and focus on maintaining a safe service friendly environment and report any unsafe concerns immediately to the House Manager, Residential Supervisor and the Regional Director.**

 *Outcome, Actions, and Timeframe:* **Residential Supervisor Brian Smith indicated the importance of maintaining Satisfactory Inspection Reports, which will be required for our DCF Review and the upcoming Quality Improvement Compliance Monitoring Review (QI). Residential Supervisor Brian Smith encourage staff to complete Unusual Event Reports in order to communicate safety issues accordingly and in a timely manner.**

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 (QI)**

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

 *Outcome, Actions, Timeframe:* **The Regional Director indicated that QI is every day and IYP-C must always be prepared.**

**2***. Sub-topic:* **DCF On-Site Review**

 *Discussion***: According to Regional Director Zeke Whitter, the on-site DCF Review will occur on February 27, 2023***.*

 *Outcome, Actions, Timeframes***: The DCF Review Team will review the Program’s current Fire Safety Inspection Reports, the Alachua County Health Inspection Reports, Fire Drill Logs, Internal Unusual Event Reports, Program Vans, staff training files, participant files and complete a tour of the facility according to Regional Director Whitter.**

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 IYP-C**

 *Discussion:* **Residential Supervisor Brian Smith indicated that our focus is to continue and complete all Screenings with parents / guardians when they contact the Program about services.**

 *Outcome, Actions, Timeframe:* **Residential Supervisor Brian Smith indicated that we must be warm and inviting when we respond to parents / guardians during the Screening Process. In addition, we must schedule Intakes as quickly as possible in order to increase participant utilization at IYP-C according to Residential Supervisor Brian Smith.**

Respectfully submitted by:

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| **Zeke Whitter** |  | **June 13, 2023** |

 Name Date