**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **July 27, 2023**

Time: **4pm-6pm**

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

Date of Next Meeting: **August 24, 2023**

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

 **Kevin Lee, Anita Jenkins-McCarter, Sheila Parker, Jacovy Smith,**

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

 **Joann Rosario, William Harmon, Alayna Mills and Preston White**

Absent: **Angela Rowden, Gretchen Strickland, Joy Budiman and Ariel Webb**

**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:*  **New IYP-C Shelter Update**

 *Discussion:* **The New IYP-C Shelter Construction is progressing accordingly.**

 *Outcomes, Actions, Timeframes:* **The tentative completions date of the New IYP-C Shelter could between February 2024 and March 2024 according to Zeke.**

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:*  **Zeke and Brian will continue to contact staff regarding the CDS Pending List.**

 *Outcome, Actions, Timeframe:* **Brian will be contacting staff to pick up their CDS Self Evaluations to complete and submit. At that time, Brian will confirm a date and time with staff to complete their Evaluations as indicated on the CDS Pending List.**

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

 *Discussion:* **Brian and Naomi discussed the importance for all staff to complete the required trainings in preparation for the upcoming on-site DCF Review, IYP-C Quality Improvement Compliance Monitoring Review and CARF Review for 2023 / 2024.**

 *Outcome, Actions, Timeframes:* **According to Brian and Naomi, all staff must complete the required trainings in a timely manner. Naomi will forward the required training information to staff with a required completion date.**

*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:*  **Brian encouraged staff to continue maintaining a safe Shelter environment and staff must report any unsafe concerns immediately to Brian, Zeke or Joe.**

 *Outcome, Actions, and Timeframe:* **Brian reminded staff to continue maintaining a safe Shelter environment in order to have Satisfactory Inspection Report, which will be required for the upcoming Quality Improvement Compliance Monitoring Review, the DCF Review and CARF Review for Fiscal Year 2023 /2024.**

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**

 *Discussion:* **Brian reminded staff to continue completing Unusual Event Reports related to Program safety issues and or participant behavioral incidents.**

 *Outcome, Actions, Timeframe:* **Complete all** **Unusual Event Reports in black ink only. Submit Unusual Event Reports to Brian and or Zeke in a timely manner. All reports must be legible and factual according to Brian. Do not express your opinion in these Reports. CDS COO Cindy Starling will review these Unusual Event Reports.**

# 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 IYP-C on site Quality Improvement Compliance Monitoring Review for 2023 /2024 by FOREFRONT will be a full review with possibly four Reviewers according to Brian.**

 *Outcome, Actions, Timeframe:* **Brian reminded staff that QI is every day and IYP-C must be ready.**

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

 *Discussion***:**No discussion

 *Outcome, Actions, Timeframes***:**

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:* 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:* **MID-FLA Heating & Air**

 *Discussion:* **MID-FLA Heating & Air will be completing the process of repairing the AC Units at IYP-C.**

 *Outcome, Actions, Timeframe:* **IYP-C will be purchasing several fans to place in areas of the facility for the cooling comfort of our participants and staff. The actual repair start time and completion time to repair the AC Units should be less than a week***.*

Respectfully submitted by:

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| **Zeke Whitter** |  |  | **Sept. 18, 2023** |

 Name Date