**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **October 26, 2023**

Time: **4pm-6pm**

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

Date of Next Meeting: **November 30, 2023**

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

 **Kevin Lee, Anita Jenkins-McCarter, William Harmon, Halie Nehus**

 **Vincent Lipford, Joann Rosario, Shaci Davis, Preston White**

 **Jacovy Smith, Alayna Mills, Carl Peoples, Jeremy Jackson**

 **Ken Welcome, LaRose Manker and Nadia Matthews.**

Absent: **Angela Rowden, Gretchen Strickland, and Joe Mattox.**

**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:*  **Naomi Thompson / Human Trafficking Train the Trainer**

 *Discussion:* **Congratulations to Residential Counselor Naomi Thompson who is now the Human Trafficking Train the Trainer for the Department of Children and Families (DCF) and CDS.**

 *Outcomes, Actions, Timeframes:* **Naomi successfully completed the Human Trafficking**

 **Train the Trainer at the DCF Auditorium in Jacksonville, Fla. on October 16-18, 2023.**

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframes:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2.**Sub-topic:*

 *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:*  **Unannounced On Site Visit from the Health Inspector**

 *Outcome, Actions, and Timeframe:* **Staff was encouraged to maintain a clean, safe environment at all times. This includes reporting any safety issues related to inside or outside of the facility. In addition, this could include the completion of an Unusual Event Report.**

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

*1. Sub-topic:* **Participant Chores**

 *Discussion:* **Focus on the bathroom chores**

 *Outcome, Actions, Timeframe:* **Staff must encouraged the participants to complete all bathroom****chores****in the male living room bathroom and the male bedroom bathroom. Staff must make sure the participants are not leaving the small shampoo cups in the showers and the bathroom floors are clean.**

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

*1. Sub-topic:* **Unusual Event Reports**

 *Discussion:* **Completing Unusual Event Reports**

 *Outcome, Actions, Timeframe:* **Staff must continue to submit Unusual Event Reports in a timely manner and the completed Unusual Event Report in the assigned folder in the Control Room. The documentation should be based on facts not your opinion. These Unusual Event Reports will be review by the Regional Director and the Residential Supervisor and submitted to the CDS COO Cindy Starling.**

# 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 and the DCF Annual Review for 2024**

 *Discussion:* **The focus for these reviews will be the completion of staff trainings.**

 *Outcome, Actions, Timeframe:* **Staff will receive ongoing information regarding the required topics and completion deadlines to satisfy these training requirements for the QI Review and the DCF Annual Review. IYP-C Management will discuss staff training expectations with those staff who are late submitting their training documents.**

**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:* **Increase Participant Numbers at IYP-C**

 *Discussion:* **Complete Screenings and encourage parents to utilize our Program Services.**

 *Outcome, Actions, Timeframe:*  **Staff must continue to complete Screenings in a service friendly manner and focus on bring the youth into our Program on that same day. In addition, Program tours for the guardians are acceptable if that would produce an Intake for that youth.**

Respectfully submitted by:

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| **Zeke Whitter** |  |  | **Dec. 20, 2023** |

 Name Date