**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **December 15, 2022**

Time: **4pm-6pm**

Location: **1400 NW 29th Road, Gainesville, Florida 326054**

Date of Next Meeting: **January 26, 2023**

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

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

 **Joann Rosario, Kenneth Welcome, Joe Mattox, Shaci Davis, Joy Budiman**

 **Lynetta Brown** **and Vincent Lipford.**

Absent: **Tocarra Morris, Angela Rowden, Karderick Johnson, and Gretchen Strickland**.

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Youth Care Worker Overtime**

 *Discussion:*  **The Regional Director indicated that adjustments related to shift coverage will be ongoing in an effort to reduce the YCW Overtime at IYP-C**.

 *Outcome, Actions, Timeframe:* **According to the Regional Director, Brian Smith the Residential Supervisor will be evaluating the coverage needs for each shift according to the required supervision needed as it relates to our participant population for that shift. Brian encouraged the Youth Care Workers to support this shift coverage strategy because IYP-C must better manage the IYP-C YCW Overtime according to CDS Budget expectations**

B. Marketing and Business Development

*1. Sub-topic:* **New Shelter For IYP-C**

 *Discussion:* **The Regional Director indicated that plans to build a New Shelter for IYP-C are ongoing.**

 *Outcome, Actions, Timeframe:* **The Regional Director indicated that more information regarding the status of the New Shelter will be provided in January 2023 by Phil and or** **Cindy**. **At that time, the new information will be shared with IYP-C staff during staff** **Meeting.**

*2. Sub-topic*: **Increase Participant Utilization**

 *Discussion:* **The Regional Director and the Residential Supervisor encouraged staff to continue focusing on the screening process and to follow up on all screenings when those guardians indicate that they must talk to their child first.**

 *Outcomes, Actions, Timeframe:* **Brian Smith encouraged the Youth Care Workers to continue notifying him in those situations so that calls can be made to those parents from the Supervisor especially when those parents are in doubt regarding Residential services for their child.**

*3.* *Sub-topic*: **Training**

 *Discussion:* **The Regional Director and the Residential Supervisor encouraged staff to continue to focus and complete the required trainings that were discussed in staff meetings.**

 *Outcomes, Actions, Timeframe:* **The Residential Supervisor indicated that the IYP-C Training Team will monitor staff responsibilities regarding the required trainings in preparation for the DCF and QI Reviews in 2023.**

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframes:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **CDS Pending List Requirements**

 *Discussion:* **The Regional Director and the Residential Supervisor will be contacting staff regarding the CDS Pending List requirements**.

 *Outcome, Actions, Timeframe:* **The IYP-C Pending List must satisfy CDS expectations in a timely manner as IYP-C prepares for the upcoming DCF Review and the QI Review. in 2023 according to the Regional Director.**

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

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

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

 *Discussion:* **The Regional Director encouraged staff to always focus on health and safety issues inside and outside of the facility in order to maintain a safe service friendly environment for the participants, their families, volunteers, staff and the general public.**

 *Outcome, Actions, Timeframe:* **Residential Supervisor Brian Smith indicated that we must be prepared to satisfy the upcoming Group Home Health Inspection and the Fire Safety Inspection now. Those reports will be required for the DCF and QI Review in 2023** **according to Residential Supervisor Brian Smith.**

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:* **DCF Review and QI Reviews for 2023**

 *Discussion:* **The Regional Director indicated that IYP-C must stay focused on Program expectations every day in order to satisfy these upcoming Reviews.**

 *Outcome, Actions, Timeframe:* **The Regional Director could not give a time frame regarding the date and time of these Reviews. The Regional Director indicated that we 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:* **Holiday Furloughs**

 *Discussion:* **Residential Counselors Naomi Thompson and Belinda Ross discussed the strategy for the participant furloughs for Christmas and the New Year Holiday.**

 *Outcome, Actions, Timeframe:* **The Residential Counselors indicated that all furloughs are for a 48 hour period only. Therefore, for both Holidays the participants furlough will start on that Saturday at a given time and the participants will return to IYP-C on Monday at that same time according to the Counselors. These furloughs should be successful because the parents /guardians requested to spend time with during these Holidays**.

B. Counseling and Programming Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Gonzellas Whitter |  | March 30, 2023 |

 Name Date