**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **January 9, 2025**

Time: **4pm-6pm**

Location: **3456 NE 39th Avenue, Gainesville, Florida 32609**

Date of Next Meeting: **January 23, 2025**

Attendance: **Brian Smith, Naomi Thompson, Belinda Ross, Vincent Lipford**

**Anita Jenkins-McCarter, Jacovy Smith, Christina Vinson,**

**Travis Grigger, LaRose Manker, Ken Welcome, William Harmon**

**Melissa Hodges, Shaci Davis and Zeke Whitter**

Absent: **Joe Mattox, Gretchen Strickland, Kayla James, Kevin Lee**

**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:*

*Discussion:* No discussion

*Outcomes, Actions, Timeframes:*

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframes:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **DCF Trainings**

*Discussion:* **Complete the required DCF Trainings in preparation for the CDS/IYP-C**

**2025 DCF Review***.*

*Outcome, Actions, Timeframe:* **Naomi encouraged staff to complete all** **DCF Trainings they received via her recent email. At this time, the 2025 CDS/IYP-C**

**2025 DCF Review has not been scheduled.**

*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***: Food Health Inspection**

*Discussion:* **IYP-C must focus on the Food Health Inspection for the kitchen and Food**

**Pantry.**

*Outcome, Actions, and Timeframe:* **All staff must focus on following all Health Department protocols regarding the kitchen area. Cook Ken Welcome will be responsible for the overall responsibility of maintaining the kitchen, refrigerators, freezers and the Food Pantry. The Health Inspector may arrive at IYP-C by March 2025.**

B\_\_ Self-Inspection (Reports, analysis of trends, recommendations)

*1. Sub-topic:*

*Discussion:* No 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:* **The 2025** **DCF Review For CDS/IYP-C**

*Discussion* **IYP-C must prepare for the upcoming CDS/IYP-C DCF Review** **for 2025.**

*Outcome, Actions, Timeframe:***The DCF review date has not been schedule. IYP-C mustprepare for this DCF Review with the same intensity as the Quality ImprovementMonitoring Review at IYP-C in December 2024*.***

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:* **“If It Is Not Documented It Did Not Happen”**

*Discussion:* **Staff must focus on proper documentation in the Program Log Book**.

*Outcome, Actions, Time;* **According to Brian, staff must focus on the following regarding the proper documentation in the Program Log Book: (1). Your documentation in the Program Log Book should reflect the movement of the participants, Program activities, unusual occurrences, Intakes and Dispositions. (2). Your documentation in the Program Log Book should acknowledge your review of the last three shifts in that Program Log Book. (3). Staff must continue to use the “highlight codes” as it relates to the Program requirements regarding your documentation. (4). Staff must periodically review the Program Log Book Reminders in the Program Log Book as a guide for proper documentation. (5). Staff can contact Brian, Naomi, Belinda, Kevin or Zeke if you have questions regarding this process.**

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:* **The****Leave Request Process / Finding Your Shift Coverage**

*Discussion:* **Brian encouraged staff to follow the Leave Request Process, which includes finding shift coverage for the shift(s) you are requesting off***.*

*Outcome, Actions, Timeframe***: All staff must complete and scan their Leave Request for approval at least two weeks before the day(s) requesting off according to Brian and Zeke. A Supervisor must sign your Leave Request for proper approval.**

Respectfully submitted by:

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| **Zeke Whitter** |  |  | **Feb. 19, 2025** |

Name Date