**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **August 24, 2023**

Time: **4pm-6pm**

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

Date of Next Meeting: **September 29, 2023**

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

**Kevin Lee, Anita Jenkins-McCarter, Sheila Parker, William Harmon,**

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

**Joe Mattox, Jacovy Smith, Alayna Mills and Ken Welcome**

Absent: **Angela Rowden and Gretchen Strickland.**

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

*Discussion:* **The New IYP-C Shelter construction is moving forward according to Zeke.**

*Outcomes, Actions, Timeframes:* **Tentative completion date could be February 2024 or 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:*  **The CDS / IYP-C Pending List requirements have improved according to Brian.**

*Outcome, Actions, Timeframe:* **Brian and Zeke will continue to contact staff regarding the CDS Pending List requirements.**

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

*Discussion:* **According to Naomi, staff should have their DCF / MyFILearn account created at this time in order to complete the required DCF Trainings.**

*Outcome, Actions, Timeframes:* **According to Naomi the CARF medication training exam will be due on 9/14/2023. In addition, staff received the CARF Medication Policy and a copy of the exam to complete and submit. In addition, Naomi indicated that additional training information would be provided at the next staff meeting with a due date of October 14, 2023.**

*3.**Sub-topic:* **Introducing New Youth Care Workers**

*Discussion:*  **Carl Peoples and Nadia Matthews are the new Youth Care Workers at IYP-C.**

*Outcome, Actions, Timeframes:* **Youth Care Worker Carl Peoples will be Full Time completing the participant School Transport. Youth Care Worker Nadia Matthews will be Part Time working the Saturday and Sunday Evening Shifts.**

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:*  **Staff must continue focusing on keeping the facility clean and report any unsafe concerns immediately to Brian, Joe and Zeke.**

*Outcome, Actions, and Timeframe:* **Cook Ken Welcome will use the “blower” every Monday (based on the weather) to remove the debris from the front patio, driveways and all entrance areas to the facility.**

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 encouraged staff to continue completing Unusual Event Reports in order to report Program and participant safety issues.**

*Outcome, Actions, Timeframe:* **Unusual Event Reports must be completed in a timely manner. These reports must be accurate and legible according to Brian. These Unusual Event Reports will be submitted to 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.**

*Discussion:* **IYP-C must be prepared everyday related to the upcoming Quality Improvement Compliance Monitoring Review.**

*Outcome, Actions, Timeframe:* **The upcoming Quality Improvement Compliance Monitoring Review by FOREFRONT will be a “full review” with four Reviewers. In addition, Brian and Kevin will be participating in the upcoming Certified Peer Reviewer Training.**

**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:* **Referrals and Screenings**

*Discussion:* **Brian indicated that our goal is to increase our participant numbers immediately.**

*Outcome, Actions, Timeframe:* **Brian indicated that we must respond to parents / guardians in service friendly manner during the Screening Process to encourage Residential Services for their child as a prevention strategy to address their behavioral issues.**

Respectfully submitted by:

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| **Zeke Whitter** |  |  | **Sept. 28, 2023** |

Name Date