

# Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

**Meeting: INTERFACE YOUTH PROGRAM CENTRAL**

**Date: September 22, 2022**

**Time: 4pm-5:30pm**

**Location: Interface Youth Program Central**

**Date of Next Staff Meeting: October 27, 2022**

**Time: 4pm-5:30pm**

**Attendance: Zeke Whitter, Naomi Thompson, Belinda Ross, Lyanne Lopez, Brian Smith, Joe Mattox, Ken Welcome, Jennifer Johnson, Kevin Lee, Anita Jenkins-McCarter, Nekesha Obas, Shelia Parker, William Harmon, Shaci Davis, Moleshia Perkins, Joann Rosario and Donnell Gonzales.**

**Absent: Angie Rowden, Oladis Jones, Gretchen Strickland, Roshonda McBride, Melody McMann, Joy Budiman, Tocarra Morris and Preston White.**

---

**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: Introducing New Senior Youth Care Worker, New Youth Care worker and New Intern**

**Discussion: Regional Director Zeke Whitter introduce Kevin Lee as the New Senior YCW for IYP-C. Residential Supervisor Brian Smith introduce Joann Rosario as the New YCW for IYP-C and Residential Counselor Belinda Ross introduced Donnell Gonzales as the New Intern for IYP-C.**

**Outcome, Actions, Time frame: Senior YCW Kevin Lee will be working under the supervision of Residential Supervisor Brian Smith. His duties will include but not limited to review of the Program Log Book, facilitating the CDS/IYP-C Mock Drills, participating in the Interviewing process, scheduling, fire drills, staffing and participant issues. According to Residential Supervisor Brian Smith, YCW Joann Rosario will complete the required YCW trainings and will work the Saturday and Sunday Day Shifts. Intern Donnell Gonzales will be supervised by Residential Counselor Belinda Ross with a focus on IYP-C Group Sessions, Life Skills activities and participant activities and interactions.**

**C. Regulatory Issues**

**1. Sub-topic:**

Discussion:

Outcome, Actions, Time frame:

**D. Human Resource Issues (Staffing and Training)**

**1. Sub-topic: CDS Pending List Self Evaluations**

**Discussion: Regional Director Zeke Whitter will be providing Self Evaluation Packets to IYP-C Staff according to the CDS Pending List. Administrative Assistant Lyanne Lopez will be contacting IYP-C Staff regarding the items needed for the CDS HR Department related to the CDS Pending List.**

**Outcome, Actions, Time frame: Regional Director Zeke Whitter encouraged IYP-C Staff to complete their Self Evaluation according to the time frames provided and respond to the request of Administrative Assistant Lopez in a timely manner as it relates to the CDS Pending List items needed.**

**2. Sub-topic: CDS In-Service Trainings**

**Discussion: Residential Counselor Naomi Thompson conducted In-Service Trainings of the CDS Search Policy and SOGIE with IYP-C staff.**

**Outcome, Actions, Time frame: Regional Director Zeke Whitter encouraged staff to periodically review the information related to these trainings in order to produce the best participant and Program management possible.**

**E. Annual Budget Planning and Process**

**1. Sub-topic:**

Discussion: No discussion

Outcome, Actions, Time frame:

**II. Health and Safety: Program/ Regional Director**

**A. External Inspections**

**1. Sub-topic:**

Discussion: No discussion

Outcome, Actions, Time frame:

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

**1. Sub-topic:**

Discussion: No discussion

Outcome, Actions, Time frame:

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

1. Sub-topic:  
Discussion: No discussion  
Outcome, Actions, Time frame:

III. Quality Improvement

A. File Audits and Case Record Review (reports and recommendations)

1. Sub-topic:  
Discussion: No discussion  
Outcome, Actions, Time frame:

B. Outcome Management (status, reports, recommendations)

1. **Sub-topic:**  
**Discussion:**  
**Outcome, Actions, Time frame:**

C. Accreditation and Regulatory Requirements

1. Sub-topic:  
Discussion: No discussion  
Outcome, Actions, Time frame:

D. Policy and Procedure Updates and/or Review

1. Sub-topic:  
Discussion: No discussion  
Outcome, Actions, Time frame:

E. Participant Complaint and Grievance (specific and quarterly review of trends)

1. Sub-topic:  
Discussion:  
Outcome, Actions, Time frame:

F. Planning Documents (reports, status of goals and objectives, reformulation)

1. Sub-topic:  
Discussion:  
Outcome, Actions, Time frame:
2. Sub-topic: Accessibility Plan  
Discussion: No discussion  
Outcome, Actions, Time frame:
3. Sub-topic: Cultural Competence Plan  
Discussion: No discussion  
Outcome, Actions, Time frame:
4. Sub-topic: Input Plan  
Discussion: No discussion  
Outcome, Actions, Time frame:
5. **Sub-topic:**  
**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:

VI. Clinical/Program

A. Medical and Medication Issues

1. Sub-topic:

Discussion:

Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

1. Sub-topic: Program Updates

**Discussion:** The following staff provided Program Updates: (1). House Manager Joe Mattox encouraged staff to focus on the completion on the participant chores especially in the participant bathrooms. (2). Cook Ken Welcome indicated that staff feedback would be helpful regarding meal preparation with the reopening of the facility. (3). Residential Administrative Assistant Lyanne Lopez encouraged staff to respond to her request of receiving the CDS Pending List items for IYP-C in a timely manner. (4). Senior YCW Kevin Lee indicated his delight in becoming the Senior YCW for IYP-C. Senior YCW Kevin Lee expressed his commitment in working with staff and management in satisfying the goals for CDS / IYP-C as it relates to his new position. (5). Residential Counselor Naomi Thompson and Residential Counselor Belinda Ross encouraged staff to continue their focus on the completion of the participant files as it relates to reopening of the facility. (6). Residential Supervisor Brian Smith encouraged staff to focus on satisfying their training requirements in preparation for the upcoming QI Review, increase our participant utilization, maintain participant supervision and efforts will be made CDS / IYP-C management to reduce IYP-C overtime. Residential Supervisor Brian Smith indicated that we must all work together as a "team" to accomplish these goals. (6). Regional Director Zeke Whitter provided information related to the final phase of the re-modeling process regarding the female living room bathroom by RR Construction. Information was provided to staff regarding the "Single Transport Process" and instructions on how to utilize the Single Transport Finder Notebook which will be located in the Control Room. Also, Regional Director Zeke Whitter indicated that YCW Sheila Parker will be conducting a Volunteer Training on Friday 9/23/2022. Eight Volunteers will be in attendance.

**Outcome, Actions, Timeframe:** Regional Director Zeke Whitter praised staff for their continue cooperation and patience regarding the IYP-C Building Emergency related to the major plumbing incident last month. With the reopening of the facility on 9/19/2022 IYP-C will accept female participants accordingly. Regional Director Zeke Whitter strongly encouraged staff to focus on increasing participant utilization, satisfying all training requirements and maintaining a safe service friendly environment for our participants, their families, volunteers, staff and the general public.

2. Sub-topic: Youth Care Worker Mandated Pay Rate Increase

**Discussion:** The Mandated Pay Rate Increase will be effective on 10/1/2022 and will begin on the New Pay Period starting 10/2 /2022.

**Outcome, Actions, Timeframe:** Regional Director Zeke Whitter will be contacting IYP-C staff regarding the completion of their CDS Personnel Action Form related to this Mandated Pay Rate Increase. Their CDS Personnel Action Forms will be submitted to the CDS Human Resources Specialist on the required date and time.

VII. Other Business:

1. Sub-topic: Door Prizes and Shout Outs

**Discussion:** Four (4) IYP-C staff who were in attendance won a door prize via a random drawing. The door prizes were four (4) Publix Gift Cards with a value \$20.00 each. The Regional Director indicated that everyone is a winner.

**Outcome, Actions, Timeframe:** Several staff gave other staff encouraging "Shout Outs" as it relates to working as a team and enjoying the opportunity to work together. The Regional Director gave everyone that attended the staff meeting a "Shout Out" for their commitment and maintaining a safe service friendly environment for our participants, their families, staff, volunteers and the general public.

Respectfully Submitted by: Gonzellas "Zeke" Whitter / Regional Director / October 28, 2022