**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **September 29, 2023**

Time: **4pm-6pm**

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

Date of Next Meeting: **October 26, 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,**

**Jacovy Smith, Alayna Mills, LaRose Manker, Jeremy Jackson**

**Ken Welcome and Carl Peoples.**

Absent: **Angela Rowden, Gretchen Strickland, Nadia Matthews 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:*  **CDS Awarded Agency of the Year**

*Discussion:* **This is the first award in this category for CDS.**

*Outcomes, Actions, Timeframes:* **This award was a result of the accomplishments**

**achieved by CDS as it relates to the Re-Branding, Data, the building of the New IYP-C**

**Shelter and other activities and goals satisfied by CDS. In addition, expectations are**

**now at a much higher level for IYP-C according to Brian.**

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframes:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Youth Care Worker Staffing Expectations**

*Discussion:*  **Staff received the CDS Supervision and Staffing Ratio / Scheduling Policy**

*Outcome, Actions, Timeframe:* **Staff reviewed The CDS Supervision and Staffing Ratio / Scheduling Policy. According to the CDS Supervision and Staffing Ratio / Scheduling Policy, staff currently on duty is expected to remain until replacement staff have arrived and ensure that that the incoming staff is appropriately oriented to the present circumstances before the current staff is relived from duty.**

*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:*  **IYP-C received a Satisfactory Rating from the Alachua County Department Health Inspector on September 22, 2023 according to Brian.**

*Outcome, Actions, and Timeframe:* **Staff must continue to maintain a clean, safe environment inside and outside of facility according to Brian.**

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

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

*Discussion:* **Staff must complete the participant Chore process accordingly on your shift. Improvement is needed according to Brian.**

*Outcome, Actions, Timeframe:* **Brian and Zeke will be monitoring the participant Chore Process for all shifts and discussing best practices with staff in order to produce the best Program participant management possible.**

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

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

*Discussion:* **Improvement is needed when completing Unusual Event Reports according to Brian.**

*Outcome, Actions, Timeframe:* **Staff must document in a manner that clearly explains the incident. The documentation must be meaningful and legible. In addition, these Unusual Event Reports must be submitted in a timely manner according to Brian.**

# 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**

*Discussion:* **IYP-C will be prepared related to the Quality Improvement Compliance Monitoring Review 2023 / 2024. Remember, QI is “every day” according to Brian.**

*Outcome, Actions, Timeframe:* **The upcoming on- site IYP-C Quality Improvement Compliance Monitoring Review by FOREFRONT will be a “full review” with four Reviewers.**

**2***. Sub-topic:* **Congratulations to Brian and Kevin who are now Certified Peer Reviewers**

*Discussion***:****Brian and Kevin are now Certified Peer Reviewers with FOREFRONT**

*Outcome, Actions, Timeframes***: Brian and Kevin successfully completed the Certified Peer Reviewer Training on September 27-28, 2023 at the Hillsborough County Children’s Service Fellowship Hall at 3191 Clay Mangum Lane, Tampa, Florida.**

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:* **Pay Increase for Youth Care Workers**

*Discussion:* **This pay rate increase will be effective October 1, 2023 according to Brian.**

*Outcome, Actions, Timeframe:*  **Youth Care Worker expectations as it relates to work performance and following CDS Policy and Procedure will be at a higher level according to Brian. All Youth Care Workers will be held accountable according to Brian. Brian encouraged all staff to focus on effective communication, productivity, accountability, improved documentation, shift coverage duties and maintaining appropriate supervision at all times.**

Respectfully submitted by:

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| **Zeke Whitter** |  |  | **Oct. 10, 2023** |

Name Date