Project Success Meeting Minutes January 2015

Meeting: Project Success

Date: January 29, 2015

Time: 4:00 pm

Location: CDS Bivens

Date of Next Meeting: TBA

Attendance: Karly Bell, Corey Collins, Dale Harris, Latisha Geiger, Gwen Love

William Hickmon-Reichert House Staff, January 30, 2015 at CDS Bivens

Business Operations:

A. Monthly Budget (Revenue and Expenses)

1. *Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

1. *Sub-topic:* Spotlight on Youth

 *Discussion:*  Auditions were held for youth in Alachua County on yesterday. They will be held in

 Live Oak on 1/30/15.

 *Outcome, Actions, Timeframe:* Spotlight on Youth rehearsal will be held on April 18th, at Santa

 Fe College Fine Arts Hall the actual show is April 19th. Radha needs help with silent auction

 items and assistance with the rehearsal and the day of the event.

2. *Sub-topic:* Facebook

 *Discussion:* We are still in need of stories and/or pictures. Contact Lindsey Faber at (904) 826-

 6949. Like our page. The correct page is the one with the pink & blue background.

 *Outcome, Actions, Timeframe:*

3. *Sub-topic:* Federal and State funding for IYPC Shelter Update

 *Discussion:* The request for funding should be on the State’s legislative budget agenda this

 year.

 *Outcome, Actions, Timeframe:*

4. *Sub-topic:* Bivens Building

 *Discussion:* Suite 7 at Bivens has new occupants the business’ name is College Maid a cleaning

 service and 2 Brothers Moving Service. The Bivens parking lot can be pretty crowded.

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

D. Human Resource Issues (Staffing and Training)

1. *Sub-topic: Pending List*

 *Discussion:* Gwen reviewed the Pending List with staff.

 *Outcome, Actions, Timeframe:*

2. *Sub-topic:* Training

 *Discussion:*  HIV/AIDS Training will be at Bivens on 2/5/15 from 4:00-6:00 pm at Bivens in the

 large conference room. Come early parking may be an issue. CPR Training will be held on

 2/10/15 at Bivens, in the large conference room from 4:00-6:00pm.

 *Outcome*, *Actions,* *Timeframe:* Staff who need HIV/AIDS Training are: Karly, Corey Dale and

 Latisha.

E. Health Inspections

1. *Sub-topic:* CARF Survey

 *Discussion:* The CARF Survey review team will be here on 2/18-20/15. Gwen discussed the

 things that the agency experienced during the last two reviews. There will be more

 information available after 2/6/15. Gwen shared the tentative CARF Review Team’s schedule

 with staff.

 *Outcome, Actions, Timeframe:* We will be prepared.

F. Other Business

1. *Sub-topic:* Level 1 Prevention Tracking Forms and Rosters

 *Discussion:* Gwen reminded everyone that all tracking forms must be signed, include your title,

 and dated. Please make sure that you are using the current tracking form posted on the CDS

 Intranet.

 *Outcome, Actions, Timeframe:* Use the tracking form posted on 12/19/14.

2. *Sub-topic:* CDS Newsletter

 *Discussion:* Gwen shared the email from Liz Tschumy regarding starting a CDS Newsletter

 with staff.

 *Outcome, Actions, Timeframe:* Liz is looking for items for the Newsletter.

3. *Sub-topic:* New Av-Med Cards

 *Discussion:*  Gwen distributed the new Av-Med cards to staff. If you received a card in

 November or December 2014 with a date issued date of 1/01/2015 keep that card

 along with the new card just in case you have issues with the new card.

 *Outcome, Actions, Timeframe:*

4. *Sub-topic:* Wellness

 *Discussion:* Gwen distributed resource materials on “The Teen Brain: Still under Construction”

 and “Anxiety Disorders in Children and Adolescents Fact Sheet” from the National Institute of

 Mental Health.

 *Outcome, Actions, Timeframe:*

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Gwendolyn Love\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ February 5, 2015\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Date