**Too Good for Drugs and DFC Staff Meeting Minutes**

Meeting: Too Good for Drugs and DFC Staff

Date: January 28, 2015

Time: 1:00 pm

Location: Williston Elementary School

Date of Next Meeting: TBA

Attendance: Rhesa Collop, Nancy Leech-Gartrell, Jonathan Lewis, Tiffani Markham, Angela Sidorenko, Gwen Love

Business Operations:

1. Monthly Budget (Revenue and Expenses)
2. Sub-topic:

Discussion:

Outcome, Actions, Timeframe:

1. Marketing and Business Development
2. Sub-topic: Spotlight on Youth

Discussion: Radha still has a few more spots open for the auditions. Auditions were held on Tuesday, January 27, 2015 in Gainesville. Auditions will be held in Live Oak on January 30th.

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 event.

1. Sub-topic: Facebook

Discussion: We are still in need of stories, and/or pictures. Contact Lindsey Faber at (904) 826-6949. Like our CDS page. The correct page is the one with the pink & blue background.

Outcome, Actions, Timeframe:

1. 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:

1. 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 parking lot can get pretty crowed.

Outcome, Actions, Timeframe:

1. Regulatory Issues
2. Human Resource Issues (Staffing and Training)
3. Sub-topic: Pending List

Discussion: Gwen reviewed the Pending List with staff. Nancy’s probationary evaluation is due on 2/07/15. Nancy needs to complete a probationary self-evaluation a get it to Gwen by 2/4/15 when she comes for HIV/AIDS training.

Outcome, Actions, Timeframe: Completed self-evaluation from Nancy to Gwen by 2/4/15.

1. Sub-topic: Training

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

Outcome, Actions, Timeframe: HIV/AIDS Training for Nancy and Tiffani on 2/5 and CPR Training for Nancy, Angela, and Gwen on 2/10.

1. Health and Inspections

Sub-topic: CARF Survey

Discussion: The CARF Survey review team will be here on 2/18-2/20. Gwen discussed the things that the agency experienced during the last two reviews. There will be more information available after 2/6. Gwen shared the tentative CARF review teams schedule with staff.

Outcome, Actions, Timeframe: We will be prepared.

1. Other Business
2. 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.

1. Sub-topic: CDS Newsletter

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

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

1. Sub-topic: Av-Med Insurance 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 1/01/15 keep that card along with the new card just in case you have issues with the new card.

Outcome, Actions, Timeframe:

Respectfully submitted by:

Gwendolyn J. Love January 29, 2015

 Name Date