**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT

Date: February 15, 2023

Time: 9:00a

Location: Bivens and via Zoom

Date of Next Meeting: March 15, 2023, 9:00a (Cindy S-H to convene)

Attendance: Jessica Bechtold, James Berger, Marianna Cotter, Alex Culbreth, Phil Kabler, Leigh Kassem, Angie Lay, Carlos Lopez, Gwen Love, Paula Moreno, Stephanie Sheppard, Brian Smith, Jr., Evelitza Soto, Cindy Starling-Hersey, Liz Tschumy, Zeke Whitter, Sabriena Williams

Absent: Stephanie Douglas

**I. Business Operations:**

A. Programmatic

*1. Sub-topic:* Deliverables (Cindy S-H)

*Discussion:* CINS/FINS deliverables on-track; 100% 2/23 Report Card; Prevention on-track; using a Team approach.

*Outcome, Actions, Timeframe:* Ongoing.

*2. Sub-topic:* Monthly Program Reports

*Discussion:* January Program Reports attached.

*Outcome, Actions, Timeframe:* February reports due 3/6/23, Noon.

*3. Sub-topic:* Circuit 3 SNAP (Cindy S-H, Leigh Kassem)

*Discussion:* Hiring Case Manager/Facilitators.

*Outcome, Actions, Timeframe:* Ongoing.

*4. Sub-topic:* Legislative Session (Phil K)

*Discussion:* Capitol Visit with Board President (1/25/23; FL Network Legislative Budget request, new IYP-C shelter legislative appropriation request); PNK/Board Members attending March Hill Day; PNK attending Children’s Week; Senator Jennifer Bradley Zoom meeting with Board President; PNK discussion with DJJ Secretary Dr. Eric Hall.

*Outcome, Actions, Timeframe:* Ongoing.

*5. Sub-topic:* DJJ “Pathway to Impact” posters

*Discussion:* Please post those posters.

*Outcome, Actions, Timeframe:* Immediate.

B. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* Director Budgets (James B, Cindy S-H)

*Discussion:* Distributed; effective through end of 1/23; 59% of year concluded; monitor maintenance/repair.

*Outcome, Actions, Timeframe:* Ongoing.

*2. Sub-topic:* Comptroller search (Phil K)

*Discussion:* Tammy White engaged; many thanks to James B, who will now be Fiscal Administrator.

*Outcome, Actions, Timeframe:* Completed.

C. Marketing and Business Development

*1. Sub-topic:* Rebranding ribbon cutting – 2/28/23, 1:00p, Bivens (Phil K)

*Discussion:*  Done in conjunction with Greater Gainesville Chamber of Commerce; Paula M to distribute t-shirts, provide program agenda.

*Outcome, Actions, Timeframe:* Ongoing.

*2. Sub-topic:* New IYP-C ground-breaking (Phil K)

*Discussion:*  To be held during March or April.

*Outcome, Actions, Timeframe:* Pending.

*3.* *Sub-topic:* WUFT-TV – Greater Good promotional video (Paula M)

*Discussion:*  Taped, in editing.

*Outcome, Actions, Timeframe:* Pending final from WUFT-TV.

*4. Sub-topic:* Safe Place (Marianna C)

*Discussion:*  Safe Place Week Starts 3/22/23; April is Child Abuse Prevention Week, (Palatka Child Abuse Prevention Month block party on 4/5/23).

*Outcome, Actions, Timeframe:* Ongoing.

D. Regulatory Issues

*1. Sub-topic:* Signed contracts (Phil K)

*Discussion:*  FL Network Subcontract Amendment #8 (Domestic Violence Respite Services); FL Network Subcontract Amendment #17 (adding Circuit 3 SNAP); FL DCF Economic Self-Sufficiency Community Partner Agreement.

*Outcome, Actions, Timeframe:* Completed.

*2.* *Subtopic:* Independent contractor Grant Writer (Phil K)

Discussion: Engaged; currently focusing on Basic Center Grant renewal, Federal School Lunch Program, Bank of America Foundation, vehicle replacements, fences.

*Outcome, Actions, Timeframe:* Ongoing.

*5.* *Subtopic:* Board update (Phil K)

Discussion: Fifteen Members of 16 attended the 2/9/23 Board Meeting; looking for members in 3rd Judicial Circuit, Palatka area; Standing Development Commitment met.

*Outcome, Actions, Timeframe:* Next meeting 3/9/23.

E. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* HR update (Angie L)

*Discussion:*  Preparing for DCF, IL, LSF audits; seven new hires in 1/23; ‘*Thank You*’ to James B; updated Employee Handbook approved by Board; Emergency Contact List discussed.

*Outcome, Actions, Timeframe:* Ongoing.

*2. Sub-topic:* Updated Employee Handbook (Angie L)

*Discussion:*  Approved by Board 2/9/23; Angie will arrange training; employees to re-sign acknowledgment form.

*Outcome, Actions, Timeframe:* Pending,

*3. Sub-topic:* Training (Cindy S-H)

*Discussion:*  Reminder to keep up-to-date; IYP-NW is holding live Managing Aggressive Behavior training on 2/23/23.

*Outcome, Actions, Timeframe:* Ongoing.

*4. Sub-topic:* Overtime management/approval (Phil K)

*Discussion:* Continue to monitor/manage.

*Outcome, Actions, Timeframe:* Ongoing.

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:* Completed and pending (Phil K)

*Discussion:*  Bivens fire inspection completed; IYP-Central health inspection completed.

*Outcome, Actions, Timeframe:* Completed.

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

*1. Sub-topic:* Safety drills (Jessica B)

*Discussion:* Regularly conducted; do at all shelters, as well.

*Outcome, Actions, Timeframe:* Ongoing.

# III. Quality Improvement

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

*1. Sub-topic:* Preparing for DCF shelter re-licensure examinations (2/27-28/23) (Cindy S-H)

*Discussion:* Discussed.

*Outcome, Actions, Timeframe:* 2/27-28/23.

*2. Sub-topic:* Preparing for LSF Full Monitoring (2/27/23) (Cindy S-H)

*Discussion:* Discussed.

*Outcome, Actions, Timeframe:* 2/27/23.

*3*. Preparing for PFSF Independent Living Desk Audit (2/23/23) and Walk-Through (3/2/23)

*Discussion:* Discussed

*Outcome, Actions, Timeframe:* 2/23/32 - 3/2/23.

*4. Sub-topic:* Preparing for QI (Cindy S-H)

*Discussion:* Upcoming.

*Outcome, Actions, Timeframe:* To be determined.

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* Progress toward performance measure goals/production expectations (Cindy S-H)

*Discussion:* Addressed in I(A)(1) above.

*Outcome, Actions, Timeframe:* Ongoing.

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* QI planning (Cindy S-H)

*Discussion:*  Addressed in III(A)(4) above.

*Outcome, Actions, Timeframe:* Ongoing.

D. Policy and Procedure/Forms Updates and/or Review (Cindy S-H)

*1. Sub-topic:* Policy updates

*Discussion:* Discussion surrounding policies and procedures, and forms available on the Intranet.

*Outcome, Actions, Timeframe:* Ongoing.

# IV. Risk Management.

A. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:* See III(A) above.

*Discussion:*  As noted above.

*Outcome, Actions, Timeframe:* As noted above.

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* Data reporting (Phil K)

*Discussion:* NetMIS 3 is rolling-out, together with training; issues have been identified (e.g., 30/60/90 follow-ups).

*Outcome, Actions, Timeframe:* Ongoing

**VI. Other Business:**

*1. Sub-topic:* Youth of the Month Award reminder (Phil K)

*Discussion:*  Be sure to submit candidates.

*Outcome, Actions, Timeframe:* Monthly.

*2. Sub-topic:* Open floor/Good & welfare

*Discussion:* Angie L and Phil K are both out-of-office the upcoming week; additional Team appreciation (Team Member of the Month).

*Outcome, Actions, Timeframe:* Ongoing.

*Philip N Kabler*

Respectfully submitted by:

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| Philip N. Kabler |  | February 15, 2023 |

Name Date

**PROGRAM REPORTS**

**January 2023**

**Family Action-Central**

Welcome 2023 and a wonderful 2023 it has been so far. Within a very short amount of time, Family Action Central has filled two positions (administrative Assistant and Counselor Case Manager) and is currently in the midst of training. On January 10th, Jessica Bechtold and the team held the January, 2023 Alachua County CINS FINS Case Staffing Committee and reviewed three cases. We will meet once again on February 23rd at 10am.

Cycle one groups at the Sherriff’s office are at an end and will be discharging within the next two weeks. Subsequent to this, Rebecca Hunt and Olivia Hollier will begin intakes for cycle two groups in February with a projected 8 participants in attendance.

Truancy court, initially scheduled for January 18th was cancelled and one case was discharged successfully. Truancy court has changed its start time from 3pm to 2:30pm and will resume on February 22nd, 2023. As previously mentioned, Jessica Bechtold and Cindy Starling will be attending C8 Crossover/Collaboration Meeting with DJJ, Partnership for Strong Families, and DCF on January 23rd in order to identify solutions to challenges that prevent at risk youth from being identified and served sooner. We continue to advertise for the final Counselor case manager position and are still receiving applications for the position.

**SNAP Clinical and SNAP in Schools and Communities (SIS-C)**

SNAP Clinical Program started two SNAP Boys Groups with Open House on Jan. 23rd and 24th. The Monday group is for ages 6-8 and has a total of 6 Families attending and the Tuesday group is for the ages 9-11 and has a total of 4 Families attending. SNAP Clinical has been receiving more referrals from the school system these past two months and self-referrals. The self-referral are from families signing up through the CDS Website.

SNAP in Schools and Communities is running smoothly. SNAP in Schools and Communities will be completing the last few sessions in the month of February for two SIS at Williams Elementary and by the first week of March will be graduating the group at the Willie Mae Stokes Community Center. SIS started providing sessions at Rawlings for the other two 3rd grade classrooms (Garcia and Wilson) this month. In addition, after meeting with the Principal and staff at High Springs Community School, SIS will start the first session on Thursday the 9th for a 4th grade classroom.

Two new Facilitators have been hired for the SNAP Clinical Team and will be receiving the Facilitator training Feb. 2nd and 3rd virtually and in person training in Seminole County on Feb. 7th-9th. The SNAP Team is excited to have two new teams’ members.

**Interface Youth Program Central**

The Sante Fe High School Career Day occurred on January 11, 2023 from 10am until 2pm. Approximately 40 community service organizations set up their display tables inside and outside of the Sante Fe High School gymnasium in order to distribute their organizational materials and interact with the attendees. CDS participated in this special outreach event and was represented by Paula Moreno the CDS Outreach / Safe Place Specialist, Youth Care Worker William Harmon and CDS Intern Marika Vassell. Approximately 1100 High School students attended this event.

In 1994, Congress passed the King Holiday and Service Act, designating the Martin Luther King Jr. Holiday as a national day of service. Observed each year on the third Monday in January, Martin Luther King Day is the only federal holiday designated to encourage all Americans to volunteer in order to improve their communities. On January 16, 2023 Interface Youth Program Central staff facilitated a presentation involving the participants pertaining to the history and accomplishments of Dr. Martin Luther King Jr. The participants had the opportunity to enjoy a video documentary on the life of Dr. Martin Luther King Jr. which included the famous “I Have A Dream” speech. Staff facilitated a group discussion with the participants related to the video documentary and the participants completed a Pre and Post Test concerning the history and accomplishments of Dr. Martin Luther King Jr. Also, each participant was allowed to write an essay on any topic related to his legacy.

**Interface Youth Program – NW**

**Shelter Report**

In the month of January 2023 Interface NW served 13 CINS/FINS participants. We conducted 9 intakes, 5 Screenings and 4 dispositions. We had 1 new Youth Care Worker to onboard on 1/6/ 2023 and she has completed the majority of her training and shadowing experiences. In the month of January we averaged approximately 7 bed nights a day for the month. Columbia County School Tutors averaged 20 tutoring sessions this month. The Regional Director spoke with the UF/IFAS Extension Columbia County Advisory Board about the Services CDS Family and Behavioral Services provides.

Our community partner UF/IFAS Extension Columbia County came out and conducted a group with the participants on Stress Management the participants really enjoyed the presentation. The participants completed Vision Boards with staff and shared their short-term and long-term goals for the 2023 year. The youth and staff attended the MLK parade, and then participated in the activities organized by the Northstar Family Resource Center. (Partnership for Strong Family Center, Lake City Florida)

There has been zero runaway incidents and no major issues at the Interface NW program in the month of January. We are preparing to get supplies for the Survival Kit from the $5,000 grant issued by United Way and getting quotes for fencing for the exterior. This month has been a good month. To boost staff morale the Regional Director surprised the staff with refreshments on January 24th during the National Compliment Day. Each Staff was complimented for the tremendous service they give to CDS, participants, and families they serve in the community.

**Family Action**

In the month of January 2023 Family Action NW served 37 participants.

Family Action Lead Case Manager/Counselor Stephanie Douglas, LMHC met with Columbia High School Guidance Counselor to speak to her about discipline referrals, in relation to students who may be facing suspensions. Ms. Douglas vision is to see students referred to Family Action as a preventive measure to avoid truancy, suspensions and or expulsion in the future.

There was 3 cross referrals from the IYP-NW shelter to Family Action. The Counselors visited 10 sites for outreach purposes. The intakes of all new participants are still being done face to face unless requested by parents. Some services will be provided remotely due to schedules/ transportations.

**Prevention Services Program Report**

The month of January has been busy for our Too Good for Drugs staff members. They are in the process of completing the “Too Good for Drugs” curriculum with students. We currently serve 2,411 students in Alachua, Gilchrist and Levy County in our “Too Good for Drugs/Violence” in grades K- 5th. This year for our Too Good curriculums we are using Expansion Units. In years past we have used two separate curriculums “Too Good for Drugs” during the first semester and “Too Good for Violence” during the second semester. Which meant we had to discharge the same students from one curriculum and enroll them in the second curriculum. However, the Expansion Units make it easier to deliver both the “Too Good for Drugs” and “Too Good for Violence” curriculums as a single contiguous course. By using the Expansion Units there are less pre/posttest to administer and less paper work for our Data Department staff to enter into the CPG System. Lisa Campbell, “Too Good for Drugs/ Violence” Staff Trainer provided training on how to use the Expansion Units in August prior to school starting and she provides continuous support for staff during this year of implementation of the new materials.

Our Project Success program staff are in the process of starting some new groups in our middle schools for second semester.

On January 11, 2023, Prevention Services staff members observed Human Trafficking Awareness Day by wearing blue and sharing information with students on the dangers of human trafficking.

**Independent Living Program Report**

The Independent Living Program continues to operate efficiently and has not had many changes from the previous month. While we remain fully staffed, our two newest Independent Living Counselors are still unable to obtain a full caseload, hence the supervisor continues to work a caseload as well.

The Independent Living Program continues to meet deliverables within the allocated time frames. We have met with the individuals who make up our caseloads to ensure our students have goals and that they are working towards achieving them, in this new year. Our Postsecondary Education Services and Support (PESS) participants as well as Extended Foster Care (EFC) students have begun their Spring semester courses, and thus far each student remains on track. We also have some Aftercare Program enrollees of whom we are encouraging to enroll in school as well.

We continue to serve around 50 individuals, encompassing our secondary (16 & 17-year old’s) and primary cases (18–23-year old’s). The Independent Living staff will be attending an Independent Living Conference to remain current with the needs of the population in which we work with. We continue to look forward to the Independent Living Program continuing to grow, as we are constantly looking for ways to make improve and enhance the program.