**`Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT

Date: May 24, 2023

Time: 9:00a

Location: Bivens and via Zoom

Date of Next Meeting: June 21, 2023, 9:00a

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

Absent: Stephanie Douglas, Paula Moreno, Olga Rivera

**I. Business Operations:**

A. Programmatic

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

*Discussion:* On-track to meet deliverables in all programs. Stay on-track through this FY. ‘Thank you’ to all Team Members for what they have done and are doing.

*Outcome, Actions, Timeframe:* Ongoing.

*2. Sub-topic:* Monthly Program Reports

*Discussion:* April Program Reports attached.

*Outcome, Actions, Timeframe:* N/A

B. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* Introduce Russ Berger – IYP-E Residential Supervisor (Alex C)

*Discussion:* He has a strong working background in youth services.

*2. Sub-topic:* Introduce Olga Rivera, CPA - Comptroller (Phil K)

*Discussion:* She has worked in corporate and accounting firm settings.

*Outcome, Actions, Timeframe:* N/A.

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

*Discussion:* FY 23/24 budgets underway (Prevention, IL done); others to provide input immediately. Deficit budget activities continue.

*Outcome, Actions, Timeframe:* Ongoing.

*4. Sub-topic:* New Auditor/CPA firm engaged (Phil K)

*Discussion:* Thomas & Company, C.P.A., P.A.

*Outcome, Actions, Timeframe:* Ongoing.

C. Marketing and Business Development

*1. Sub-topic:* New IYP-C status (Phil K)

*Discussion:*  Reviewed legislative allocation, construction status, furniture/equipment donations, and relocation plan. The 5/10/23 Ground-Breaking Ceremony went well.

*Outcome, Actions, Timeframe:* Pending.

*2. Sub-topic:* Outreach activities & Safe Place (Marianna C, Sabriena W)

*Discussion:*  Marianna C described the following activities – Safe Place, Juneteenth, backpack give-away, human trafficking training. Sabriena W led a discussion about the shelters’ Summer Enrichment programs, which includes repeat participation by youth.

*Outcome, Actions, Timeframe:* Ongoing.

D. Regulatory Issues

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

*Discussion:* LSF Amendments 112/113/R6 Rate Increase.

*Outcome, Actions, Timeframe:* N/A.

*2.* *Subtopic:* Grants (awarded) (Phil K)

*Discussion:* $4,627 from The Amazing Give, a 50% increase over the 2022 campaign.

*Outcome, Actions, Timeframe:* Pending receipt.

*3.* *Subtopic:* Contracts/Grants (in-process/under consideration) (Phil K)

*Discussion:* Independent Living RFP (applied); Basic Center Program renewal (being prepared); Lever for Change (future); United Way of North Central Florida – new Interface Youth Program – Gainesville (applied); Reichert House (researching). Local grants can always be considered.

*Outcome, Actions, Timeframe:* Pending.

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

Discussion: There are 17 Board Members; looking for members in 3rd Judicial Circuit, Palatka area, one resigning, an incoming new Member from Lake City.

*Outcome, Actions, Timeframe:* Next meeting is scheduled for 6/8/23, with a July break.

E. Human Resource Issues (Staffing and Training)

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

*Discussion:*  Open enrollment (with Florida Blue) period will begin 6/5/23. Track background screening documents (send to oneself and to HR).

*Outcome, Actions, Timeframe:* Ongoing.

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

*Discussion:*  CDS hosted the 4/18-20/23 SNAP Facilitator training, and participated in the 5/2/23 Virtual QIC. Three CDS Team Members will attend the 8/30-31/23 QI Certification course. Brian S will attend the upcoming Managing Aggressive Behavior Trainer course.

*Outcome, Actions, Timeframe:* Ongoing.

*3. Sub-topic:* Overtime management/approval (Cindy S-H)

*Discussion:* Continue to monitor/manage.

*Outcome, Actions, Timeframe:* Ongoing.

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:* No discussion.

*Discussion:*  N/A.

*Outcome, Actions, Timeframe:* N/A.

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 IYP-C QI, CARF 2024 re-accreditation (Cindy S-H)

*Discussion:* Both are ongoing.

*Outcome, Actions, Timeframe:* IYP-C QI is 5/31/23 – 6/1/23. CARF re-accreditation is 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 (Cindy S-H)

*Discussion:*  Addressed in III(A)(1) above. Outcomes of all audits (FNYFS, LSF, PFSF, DCF) have achieved satisfactory results.

*Outcome, Actions, Timeframe:* Ongoing.

D. Policy and Procedure/Forms Updates and/or Review

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

*Discussion:* Attached to the meeting invitations.

*Outcome, Actions, Timeframe:* Ongoing.

*2. Sub-topic:* Manual and form updates (Cindy S-H)

*Discussion:* Use forms from intranet only; do not create local forms. Send suggestions to Sam Clark and Cindy S-H.

*Outcome, Actions, Timeframe:* Ongoing.

# IV. Risk Management.

A. Potential regulatory audits and/or investigation of operations

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

*Discussion:*  As noted above.

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

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* Data reconciliations (Liz T)

*Discussion:* Working on data reconciliations; JJIS/NetMIS due 6/6/23. NetMIS 3 rollout is ongoing.

*Outcome, Actions, Timeframe:* 6/6/23

**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:* Memorial Day is 5/29/23. Sabriena W requested program/hobby speakers. Gwen L shall be retiring shortly (after 39 years). Updates on Legislative Session was requested.

*Outcome, Actions, Timeframe:* N/A.

*Philip N. Kabler*

Respectfully submitted by:

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| --- | --- | --- |
| Philip N. Kabler |  | May 24, 2023 |

Name Date

**PROGRAM REPORTS**

**April 2023**

**Interface Youth Program – East**

**Family Action East**

The Family Action case manager is preparing for truancy court in May to assist the truancy officer and the school district lawyer to gather pertinent information in order to acquire the needed services for the families. She has been diligently working through the month of April to support the families and the youth that she works with so that they can be better equipped to navigate the services provided. She has met her number of cases for the month as usual.

**Interface Youth Program-East**

The Regional Director, the Safe Place/Outreach Specialist, and the Life Skills Educator attended the RHY Bi-monthly call on April 26th to provide Mrs. Bates with a list of accomplishments and activities in the shelter and for outreach regarding the Basic Center Grant. The Regional Director attended another Suicide Policy Committee meeting to collaborate with other agencies and the FL Network on improving the current policies and procedures related to suicide precaution procedures. The other portion of the privacy fence was installed and we are now waiting to begin the process of purchasing and installing new cameras and the new camera system.

**Safe Place/Outreach-East**

The Safe Place/Outreach Specialist coordinated the Child Abuse Prevention Month block party that was held at a local agency and the Regional Director, LSE, Senior Youth Care Worker, Residential Counselor, and other staff attended. Over 20 other agencies were present for the event to shine light on the issue of child abuse. In addition to this hugely successful event the Safe Place/Outreach Specialist attended her regularly scheduled monthly meetings, completed Safe Place site checks, and worked on applying for additional grants to assist the agency.

**Interface Youth Program – NW**

**Shelter Report**

In the month of April 2023 Interface NW served 10 CINS/FINS participants, 0 DCF youth and 1 DV. We conducted 7 intakes, 14 Screenings, 3 dispositions and 3 Suicide Assessments. During April we averaged approximately 7 bed nights a day for the month. Columbia County School Tutors averaged 20-25 tutoring sessions this month. Our community partners UF/IFAS Extension Columbia and the Hanley Foundation County came out and conducted groups with the participants.

There have been 0 runaway incidents and no major issues at the Interface NW program during the month of April. We are preparing to get supplies for the Survival Kit from the $5,000 Grant issued by United Way. We had our Annual QI review and received All Satisfactory with 1 exception.

The van is still working but we are in major need of a new one. We did some simple upkeep. The youth are continuing on the weekends to do educational/recreational activities with staff. The activities are formulated by the Residential Counselor.

The CEO, COO, and Regional Director met with Columbia County School Board staff to address community instruction and other issues, per a letter sent by School Board Attorney. The process is on-going.

IYP-NW is gearing up for its Summer Enrichment Program from June 5– August 5.

**Family Action**

In the month of April 2023 Family Action NW served 32 participants.

The Counselors visited 12 sites for outreach purposes. The intakes of all new participants are still being done in-person unless requested otherwise by parents. Some services will be provided remotely due to schedules transportation. We will address the remote sessions and intakes when the Lead Case Manger returns from medical leave.

**Family Action - Central**

Family Action-Central has had a productive month with regards to outreach and referrals, and we have welcomed a new and long awaited Administrative Assistant. Up to current day all positions have been filled in Family Action; two of which are currently in the training phase of employment. During the month of April our Team participated in multiple outreach events including through the Achieve Program in Williston Elementary, Ft. Clarke, Baby Gators, and Rebecca Hunt will be attending YMCA’s Healthy Kids Day on Saturday, April 29th where they will not only hold space for outreach, tabling and networking, and will also provide entertainment to youth and their families.

Groups at Westwood Middle School are into their third week and are focusing on topics related to peer pressure, school culture, communication, and group think concepts. As Family Action continues to expand group services and as long as families are willing, it is with hope that we will also eventually run groups at the Bivens location, as well. Finally, the School Attendance Review Board will be held on April 25th, and Truancy Court was cancelled for the month of April but is expected to resume in May 10th, 2023 at 2:30 p.m.

**SNAP - Central SNAP**

Gainesville Clinical Program graduated two groups on April 24 and 25 (total of 9 families). SNAP Wednesday Group is still going, but sadly two Families have withdrawn from the program leaving the Wednesday Group with 2 families. SNAP in Schools and Communities is running smoothly. SNAP in Schools and Communities graduated the High Springs Community School on May 4 and will be continuing sessions with the Library Partnership Resource Center. Once the Library Partnership Resource Center is completed, the SIS SNAP contract will be completed for this fiscal year. In preparation for the summer, SNAP in Schools and Communities will be providing SNAP in Schools and Communities (SIS-C) Sessions at Girls Place for their 3rd graders starting June 5th until July 31st. This group will be a “pilot” for the Girls Place administrators to then decide if the team would like for SNAP to provide SIS-C during the fall with a new grade level. In addition, SNAP will be providing sessions to a few different summer programs at the Library Partnership Resource Center and possibly SWAG.

**Independent Living**

The Independent Living Program continues to operate and flow consistently and smoothly. As with the previous months, 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. We recently submitted an RFP to maintain and obtain an expanded version of the Independent Living Program for the upcoming fiscal year of July 2023. We are hoping for the best and believe our work and commitment has spoken for itself. Our Postsecondary Education Services and Support (PESS), Extended Foster Care (EFC), and Aftercare Program participants remain motivated, while attending college, technical or certification programs, or working. Our Independent Living Counselors continue to meet with each participant and continue to work on setting and achieving goals. The Independent Living Program continues to serve around 50 individuals, encompassing our secondary (16 and 17-year olds) and primary cases (18 to 23year olds). We are looking forward to attending the annual Independent Living Conference in Orlando in May, seeking to garner evidence-based approaches to work with our population, while promoting success. We continue to seek ways to enhance and improve the Independent Living Program.

**Prevention Programs**

The month of April was filled with planning meetings and preparations for summer. Staff assisted their host schools with academic testing schedules at their program sites. Staff members have also been preparing students for their curriculum post-test by doing curriculum material reviews. Our goal is for our students to show increased knowledge of substance abuse information and the consequences of making decisions that could impact their lives.

On April 19, 2023 the Alachua Health Promotion and Wellness Coalition held a Town Hall Meeting at Gainesville High School. The theme for the event was “Dare to Live Life after the Pandemic: A Community Drug Crisis” Although attendance was not as large as was anticipated, the youth and adults that were in attendance felt that the information that they received was very valuable.