**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Interface Youth Program Central

Date: January 23, 2025

Time: 4pm-6pm

Location: 3456 NE 39th Avenue, Gainesville, Florida 32609

Date of Next Meeting: February 12, 2025 / Quarterly Medication Meeting

Attendance: Brian Smith, Naomi Thompson, Belinda Ross, Vincent Lipford

Kevin Lee, Anita Jenkins-McCarter, Jacovy Smith, Christina Vinson,

Ken Welcome, William Harmon, Shaci Davis, LaRose Manker,

Melissa Hodges, Travis Grigger and Zeke Whitter

Absent: Kayla James, Gretchen Strickland, and Joe Mattox.

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* Completing Youth Care Worker Time Sheets For CDS Holidays

*Discussion*: All IYP-C Youth Care Workers must complete their time sheets according

to the samples provided by the CDS Payroll Department**.**

*Outcome, Actions, Timeframe:* Starting this pay period all IYP-C Youth Care Workers must

complete their time sheets as instructed as it relates to all CDS Holidays. The

next CDS Holiday will be Memorial Day Monday May 26, 2025.

B. Marketing and Business Development

*1. Sub-topic:*

*Discussion:* No discussion

*Outcomes, Actions, Timeframes:*

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframes:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* Hiring Youth Care Workers

*Discussion:* Due to staffing issues IYP-C Part Time Youth Care Workers are needed for

weekend shifts and evening shifts during the week.

*Outcome, Actions, Timeframe:* Brian will be finalizing this process of reviewing Youth

Care Worker applications in order to fill vacant weekend shifts for Saturday,

Sunday and evening shifts during the week. Kevin Lee will assist Brian during

the interviewing process.

*2.**Sub-topic:* DCF Trainings

*Discussion:* Staff must complete the required DCF Trainings for the upcoming on-site

2025 DCF Re-Licensure*.*

*Outcome, Actions, Timeframes:* Staff must complete all DCF Trainings they received from

Naomi. The DCF Re-Licensure has not been scheduled*.*

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***:** Health Inspection at IYP-C

*Discussion:* IYP-C will be prepared for the Food Safety Inspection.

*Outcome, Actions, and Timeframe:* Cook Ken Welcome is responsible for ensuring the

kitchen area, kitchen equipment and the Food Panty are maintained according

to Health Department regulations. In addition, staff must follow all Health

Department regulations concerning Food Safety*.*

B\_\_ Self-Inspection (Reports, analysis of trends, recommendations)

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* Incident Reporting

*Discussion:* Staff must complete all Unusual Event Reports, Runaway Reports and

CCC Incident Reports accurately and submit them in a timely manner.

*Outcome, Actions, Timeframe*: In addition, staff must document these Incident Reports in

the IYP-C Program Log Book for that shift in a timely manner*.*

# III. Quality Improvement

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

*1. Sub-topic:*

*Discussion* No discussion

*Outcome, Actions, Timeframe:*

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, Time .*

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:* Congratulations to Residential Counselor Belinda Ross.

*Discussion:* IYP-C has a new Licensed Mental Health Counselor.

*Outcome, Actions, Timeframe:* Residential Counselor Belinda Ross passed her

exam on January 17, 2025 to become a Licensed Mental Health Counselor*.*

**VII. Other Business:**

*1. Sub-topic:* The Leave Request Process

Discussion: Completing and scanningyour Leave Request.

*Outcome, Actions, Timeframe***:** All staff must complete and scan their Leave Request

To Brian and Zeke at least two (2) weeks before the day(s) requesting off. A

Supervisor will sign your Leave Request for proper approval.

Respectfully submitted by:

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| **Zeke Whitter** |  |  | **May 5, 2025** |

Name Date