

Meeting Minutes
CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program**

Date: **March 28, 2024**

Time: **4p- 6p**

Location: **1400 NW 29th Road, Gainesville, Florida 32605**

Date of Next Meeting: **April 25, 2024**

Attendance: **Brian Smith, Naomi Thompson, Kevin Lee, Vince Lipford, Anita Jenkins
McCarter, William Harmon, Joe Mattox, Carl Peoples, Shaci Davis, Melissa
Stephens, Jacovy Smith**

Absent: **Angela Rowden, Gretchen Strickland, Belinda Ross, Zeke Whitter, Alayna Mills,
Kenneth Welcome**

I. Business Operations:

A. Monthly Budget (Revenue and Expenses)

1. *Sub-topic:* **Overtime**

Discussion: **Overtime and change of schedules that will result in overtime need to be approved in advance by Brian.**

Outcome, Actions, Timeframe: **Staff are expected to get approval from Brian for overtime to ensure budget adherence.**

B. Marketing and Business Development

1. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

C. Regulatory Issues

1. *Sub-topic:*

Discussion: No discussion

Outcome, Actions, Timeframe:

D. Human Resource Issues (Staffing and Training)

1. *Sub-topic:* **CDS/ IYP-C Pending List**

Discussion: **Brian and Kevin will be contacting staff in order to provide the required documentation to the Human Resource Manager pertaining to the completion of the IYP-C Pending List.**

Outcome, Actions, Timeframe: **The IYP-C Pending List must be completed in a timely fashion.**

E. Annual Budget Planning and Process

1. *Sub-topic:*

Discussion: No discussion

Outcome, Actions, Timeframe:

II. Health and Safety: Program/Regional Directors

A. External Inspections

1. *Sub-topic:* **Safety Inspections**

Discussion: **Staff must focus on maintaining a clean, safe facility at all times. This also includes the outside areas of the shelter.**

Outcome, Actions, Timeframe: **Staff will be expected to participant in maintaining the cleanliness of the building in addition to daily chores completed by the participants. Staff will be expected to complete Unusual Event Reports regarding any safety issues related to the facility.**

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

1. *Sub-topic:*

Discussion: No discussion

Outcome, Actions, Timeframe:

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

1. *Sub-topic:* **Unusual Event Reports and CCC Incident Reports**

Discussion: **Staff must focus on completing all Unusual Event Reports and CCC Incident Reports accurately and submitting them in a timely Fashion.**

Outcome, Actions, Timeframe: **Brian, Kevin, or Naomi can provide verbal and or written instruction to any staff needing assistance on the completion of the Unusual Event and/or the CCC Incident Reporting process. In addition, these reports need to be reviewed by Brian and will also be reviewed by Cindy. The CCC reports will be submitted to DJJ.**

III. Quality Improvement

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

1. *Sub-topic:* **2023/2024 CARF**

Discussion: **CARF Audit will occur on April 3 – April 5, 2024**

Outcome, Actions, Timeframe: **Staff should wear badges while onsite during the audit. IYP-C is expected to have CARF Auditors on site April 4th between 12 noon and 3p.**

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, Timeframe:

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:

VI. Clinical/Program

A. Medical and Medication Issues

1. *Sub-topic:*
Discussion: No discussion
Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

1. *Sub-topic:*
Discussion: No discussion
Outcome, Actions, Timeframe:

VII. Other Business:

1. *Sub-topic:*
Discussion: No discussion
Outcome, Actions, Timeframe:

Respectfully submitted by:

Naomi Thompson
Name

04.03.2024
Date

