**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **April 27, 2023**

Time: **4pm-6pm**

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

Date of Next Meeting: **May 25, 2023**

Attendance: **Zeke Whitter, Brian Smith, Naomi Thompson, Belinda Ross, Lyanne Lopez,**

**Kevin Lee, Anita Jenkins-McCarter, Sheila Parker, Jacovy Smith**

**Vincent Lipford, Joe Mattox, Ken Welcome, Shaci Davis, Joy Budiman,**

**Joann Rosario and William Harmon.**

Absent: **Angela Rowden, Gretchen Strickland and Preston White.**

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **Update on the New IYP-C Shelter**

*Discussion:* **The IYP-C Ground Breaking Ceremony for the New IYP-C Shelter will occur on Wednesday May 10, 2023 at 10am. The location for the Ground Breaking Ceremony is 3456 NE 39th Avenue. The anticipated completion date for the New IYP-C Shelter could be December 2023 according to Brian Smith.**

*Outcomes, Actions, Timeframe:* **IYP-C mustcontinue to maintain a safe service friendly environment for our participants, volunteers, staff and the public with the excitement of having a New Shelter by the end of this calendar year**.

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframes:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **CDS Pending Lis**t

*Discussion:*  **The Regional Director and the Residential Supervisor will continue to contact staff regarding the CDS Pending List.**

*Outcome, Actions, Timeframe:* **The goal is to satisfy the expectations of the Agency and the Program related to the CDS Pending List in a timely manner according to Residential Supervisor Brian Smith.**

*2.**Sub-topic:* **Youth Care Worker Training Requirements**

*Discussion:* **Residential Supervisor Brian Smith and Residential Counselor Naomi Thompson discussed the importance and the urgent need for all staff to complete the required trainings in preparation for the upcoming IYP-C on site Quality Improvement Compliance Monitoring Review.**

*Outcome, Actions, Timeframes:* **Brian reminded all staff that IYP-C must receive a rating of Satisfactory as it relates to the training requirements in order to satisfy the expectations of the Agency and the Program regarding the upcoming Quality Improvement Compliance Monitoring Review.**

*3.**Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframes:*

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***: Safety Inspections**

*Discussion:*  **Residential Supervisor Brian Smith and House Manager Joe Mattox encouraged staff to continue focusing on maintaining a clean and safe environment and report any unsafe concerns immediately to Brian, Zeke or Joe.**

*Outcome, Actions, and Timeframe:* **Residential Supervisor Brian Smith discussed the importance of maintaining Satisfactory Inspection Reports. This will be required for the upcoming Quality Improvement Compliance Monitoring Review. Residential Supervisor Brian Smith encouraged staff to complete Unusual Event Reports in order to address Program health and safety concerns in a timely manner. In addition, satisfying Program safety Standards is a requirement for the Alachua County Health Department according to Brian.**

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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:* **IYP-C Quality Improvement Compliance Monitoring Review.**

*Discussion:* **The IYP-C on site Quality Improvement Monitoring Review could possibly occur May 17-18, 2023 according to Brian Smith.**

*Outcome, Actions, Timeframe:* **Brian encouraged all staff to focus on completing all job assignments in a manner that would exceed Program expectations every day**.

**2***. Sub-topic:*

*Discussion***:** No discussion

*Outcome, Actions, Timeframes***:**

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:* **The Referral / Screening Expectations for IYP-C**

*Discussion:* **Brian Smith indicated that our focus is to continue and complete all Screenings with the parents and or the guardians in a timely manner in order to provide Residential Services for their child at IYP-C.**

*Outcome, Actions, Timeframe:* **Brian Smith indicated that we must respond to parents and or guardians during the Screening process in a positive manner that will result in immediate placement of their child and the retention of that child in our Program**.

Respectfully submitted by:

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| **Zeke Whitter** |  | **Sept. 5, 2023** |

Name Date