

Meeting Minutes
CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program**

Date: **May 23, 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, Melissa
Stephens, Jacovy Smith, Kenneth Harden, Kenneth Welcome, Belinda Ross,
Alayna Mills, Christina Vinson,**

Absent: **Angela Rowden, Gretchen Strickland, Zeke Whitter, Ziera Owens, Belinda Ross**

I. Business Operations:

A. Monthly Budget (Revenue and Expenses)

1. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

B. Marketing and Business Development

1. *Sub-topic:* Summer Program

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 continue 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 participate 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:*

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, 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:* **Staff Self-Care Plans**

Discussion: **Naomi Thompson discussed with the staff and provided staff with self-care workbooks.**

Outcome, Actions, Timeframe: **Staff are to work on their self-care workbooks by June 13th. Staff will show one of the following staff that they worked on their self-care plan: Smith Thompson, Lee, and/or Ross**

Sub-topic: **Trauma Informed Care**

Discussion: **Naomi Thompson discussed Trauma Informed Care**

Outcome, Actions, Timeframe: **Staff should read youth's files to understand each participant's background to better assist them with responding to them especially when triggered. Staff should use the worksheets/tools provided by Ross and Thompson to assist the kids on working on targeted goals and create a trauma-informed environment.**

VII. Other Business:

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

Discussion: **Staff must complete the required Leave Request when requesting time off.**

Outcome, Actions, Timeframe: **Staff must complete their Leave Request at least two (2) weeks before the day (s) requesting off. Leave Request must be scanned to Brian. Staff should contact Brian if they have not received a response to the leave request within 48 hours of the submission.**

Respectfully submitted by:

Naomi Thompson
Name

06.05.24
Date