**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **May 25, 2023**

Time: **4pm-6pm**

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

Date of Next Meeting: **June 22, 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, William Harmon, Alayna Mills and Ariel Webb.**

Absent: **Angela Rowden, Gretchen Strickland, Joy Budiman 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 occurred successfully on Wednesday May 10, 2023 at 10am.**

*Outcomes, Actions, Timeframes:* **Zeke created a notebook with pictures of the Ground Breaking Ceremony, which will also include future pictures on the construction phases of the New IYP-C Shelter. In addition, IYP-C must continue to maintain a safe service friendly environment for participants, volunteers, staff and the public.**

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:*  **Brian will notified IYP- C staff regarding the required documents needed to satisfy the CDS Pending List. In addition, IYP-C staff will receive documents in order to complete their required Probationary and Annual CDS Evaluations as indicated on the CDS Pending List according to Brian.**

*Outcome, Actions, Timeframe:* **The goal is to stay current and satisfy the Target Dates of the required staff Evaluations / Documents on the CDS Pending List according to Brian.**

*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 on-site IYP-C Quality Improvement Compliance Monitoring Review, which will occur on Wednesday May 31, 2023 to June 1, 2023.**

*Outcome, Actions, Timeframes:* **Brian Smith 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 scheduled at 9am on May 31, 2023 to June 1, 2023.**

*3.**Sub-topic:* **Introducing New Youth Care Worker**

*Discussion:* **Alayna Mills and Ariel Webb are the New Part Time Youth Care Workers at IYP-C.**

*Outcome, Actions, Timeframes:* **Youth Care Worker Alayna Mills and Youth Care Worker Ariel Webb will be working Saturday and Sunday Evening Shifts.**

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:*  **Brian encouraged staff to continue focusing on maintaining a clean and safe environment and report any unsafe concerns immediately to the House Manager, Residential Supervisor and or the Regional Director.**

*Outcome, Actions, and Timeframe:* **Brian discussed the importance of maintaining Satisfactory Inspection Reports, which will be required for the upcoming Quality Improvement Compliance Monitoring Review on May 31, 2023 to June 1, 2023. These Satisfactory Inspection Reports are also a requirement for the Alachua County Health Inspections 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 Compliance Monitoring Review is schedule at 9am on May 31, 2023 to June 1, 2023 by FOREFRONT.**

*Outcome, Actions, Timeframe:* **Brian encouraged staff to continue demonstrating a positive demeanor and focus on completing all Program job assignments in a manner that would exceed Program expectations every day, especially during on-site Quality Improvement Compliance Monitoring Review.**

**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:*

# 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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **The Referral / Screening Expectations for IYP-C**

*Discussion:* **Brian indicated that IYP-C must continue to focus on completing all Screenings with parents and or guardians when they contact the Program about Residential Services.**

*Outcome, Actions, Timeframe:* **Brian indicated that IYP-C staff must demonstrate a service friendly attitude when we respond to parents and or guardians during the Screening Process. In addition, we must encourage the parents and or guardians to utilize IYP-C as a prevention strategy related to the behavioral issues concerning their children according to Brian.**

Respectfully submitted by:

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| **Zeke Whitter** |  |  | **Sept. 6, 2023** |

Name Date