

# Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

---

Meeting: **Interface Youth Program Central**

Date: **June 26, 2025**

Time: **4pm-6pm**

Location: **3456 NE 39<sup>th</sup> Avenue, Gainesville, Florida 32609**

Date of Next Meeting: **July 10, 2025**

Attendance: **Brian Smith, Naomi Thompson, Belinda Ross,  
Anita Jenkins-McCarter, LaRose Manker, Shaci Davis  
Vince Lipford, Ken Welcome, William Harmon, Kevin Lee  
Melissa Hodges, Travis Grigger, Joe Mattox, Bonita Barkley,  
Tameka Rollins, Zeke Whitter and Tocarra Morris**

Absent: **Gretchen Strickland**

---

## **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: Paylocity Process**

*Discussion:* **Please continue to enter your work hours via the Paylocity kiosk in the Control Room.**

*Outcome, Actions, Timeframe:* **Please continue to submit your paper time sheet to Brian as a back up to this process. Salaried employees will not have to use the Paylocity kiosk when working 80 hours (this includes CDS Holidays) bi-weekly. Salaried and Full Time employees will utilize the Paylocity kiosk when requesting time off such as sick, vacation or personal leave.**

#### **2. Sub-topic: Day of Celebrating Together Event**

*Discussion:* **This Day of Celebrating Together Plan is being reviewed by CDS Management.**

*Outcome, Actions, Timeframe:* **The Day of Celebrating Together Event will be hosted at IYP-C on July 4, 2025 from 10am until 3pm. IYP-NW and IYP-East staff and participants will be invited to enjoy a day of safe fun activities, gifts delicious food and soft drinks. The approval from CDS Management is needed.**

### **C. Regulatory Issues**

#### **1. Sub-topic:**

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

### **D. Human Resource Issues (Staffing and Training)**

#### **1. Sub-topic: CDS Contraband Search Process**

*Discussion:* **Following the CDS Contraband Search Policy and Procedures.**

*Outcome, Actions, Timeframe:* **Naomi provided staff with information regarding the CDS Contraband Search Policy and Procedures.**

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:* **Maintaining A Safe Service Friendly Environment**

*Discussion:* **We encourage staff to work together as a Team in order to maintain the appearance of the facility especially the furniture.**

*Outcome, Actions, and Timeframe:* **This ongoing practice of maintaining the appearance of our New Shelter will exceed the expectations of our participants, staff, guest and CDS Management.**

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:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

2. *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, 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: Leave Request Process**

**Discussion: Please complete and scan your Leave Request correctly to the Supervisors.**

**Outcome, Actions, Timeframe: Staff must focus on completing and submitting your leave request at least two (2) weeks prior to the day(s) you are requesting off. Youth Care Workers must indicate on their leave request who will be covering their requested shift(s) off. Your leave request must be approved by a Supervisor. Your approved leave request will be scanned to you and the staff that will be covering your requested shift(s). Salaried and Full Time employees must also submit their sick, vacation or personal leave via the Paylocity kiosk.**

---

Respectfully submitted by:

---

**Zeke Whitter**

---

**Sept. 2, 2025**