

Meeting Minutes
CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program**

Date: **June 27, 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, Joe Mattox, Melissa Christina Vinson, Zeke Whitter Stephens, Jacovy Smith, Kenneth Welcome, Belinda Ross, Shaci Davis**

Absent: **Angela Rowden, Gretchen Strickland, Ziera Owens, Belinda Ross, Alayna Mills, William Harmon,**

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.**

Sub-topic: **Human Trafficking Training**

Discussion: **Naomi will be leading in person Human Trafficking training and sending a detailed email about additional requirements to receive a certificate of completion. 2 additional courses are required Human Trafficking Awareness 101 and Motivational Interviewing the Adolescent Years**

Outcome, Actions, Timeframe: **Staff should complete both trainings online not later than November 2024. Staff also need to submit their preferred date for in-person training the date with the most votes will be the chosen date.**

Sub-topic: **MAB Training**

Discussion: **Brian will be completing in-person MAB Training.**

Outcome, Actions, Timeframe: **Staff need to attend July 27 & July 28th.**

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. We are tenants at this time and should make every effort to maintain the building.**

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:* **Summer Programming**

Discussion: **Summer A session was successfully completed. Summer B starts July 1st. Counselors have been calling parent to schedule. If parents call back please be**

service friendly and reach out to a counselor if they are not on site to schedule at the time of the call.

***Outcome, Actions, Timeframe:* Staff should continue to complete screening and ensure that if a parent is returning a call to a counselor about scheduling they make extra effort to assist with that process.**

VII. Other Business:

1. ***Sub-topic:* Zeke Whitter**

***Discussion:* Zeke has returned from medical leave we are grateful to have him back**

***Outcome, Actions, Timeframe:* He will check in with staff over the next view days. He will also meet with any new hires. He has officially resumed Regional Director duties.**

***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

06.29.24

Date