

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **July 24, 2025**

Time: **4pm-6pm**

Location: **3456 NE 39th Avenue, Gainesville, Florida 32609**

Date of Next Meeting: **August 14, 2025**

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

Absent: **Ken Welcome, Gretchen Strickland, Tocarra Morris and Travis Grigger**

I. Business Operations:

A. Monthly Budget (Revenue and Expenses)

1. Sub-topic: Paylocity Process

Discussion: **All hourly staff must continue to enter your work hours in the Paylocity kiosk in the Control Room.**

Outcome, Actions, Timeframe: **A Paylocity Instructional Notebook will be placed on the shelf in the Control Room to assist staff with this new process.**

B. Marketing and Business Development

1. Sub-topic:

Discussion: **No discussion**

Outcomes, Actions, Timeframe:

C. Regulatory Issues

1. Sub-topic:

Discussion: **No discussion**

Outcome, Actions, Timeframes:

D. Human Resource Issues (Staffing and Training)

1. Sub-topic: CDS Pending List

Discussion: **IYP-C will satisfy the CDS Pending List with the cooperation of staff.**

Outcome, Actions, Timeframe: **Residential Supervisor Brian Smith will be contacting staff to schedule Probationary and Annual Evaluations. In addition, Brian will be contacting staff to satisfy other requirements included on the CDS Pending List.**

2. Sub-topic: CPR/First Aid Training

Discussion: **This CPR/First Aid Training is a requirement for all staff employed at IYP-C.**

Outcome, Actions, Timeframe: **The CPR/First Aid Training will occur at IYP-C on August 1, 2025 from 12noon to 2pm for Joe Mattox, Tocarra Morris, Shaci Davis, William Harmon and Brian Smith.**

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 encouraged staff to continue focusing on maintaining a safe service friendly environment.**

Outcome, Actions, and Timeframe: **Staff must report any unsafe Shelter issue (outside or inside the facility) to Zeke, Brian and Joe. In addition, staff must complete an Unusual Event Report related to the unsafe issue.**

B. Self-Inspections (Reports, analysis, and recommendations)

1. Sub-topic: Contraband Searches

Discussion: **Staff must complete the Contraband Searches according to CDS Policy and Procedure.**

Outcome, Actions, Timeframe: **Staff must contact Zeke, Brian and or Joe if the scanner is not working properly.**

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:

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: Completing all Screenings with the guardian in a timely manner is required in order to gather accurate Program information. In addition, your documentation must be legible.

Outcome, Actions, Timeframe: Youth Care Workers can make the decision in timely manner as it relates to approving a youth to receive Residential Services at IYP-C when the Screening/Referral process has been completed.

Respectfully submitted by:

Zeke Whitter

Name

Dec. 11, 2025

Date