**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **July 25, 2024**

Time: **4pm-6pm**

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

Date of Next Meeting: **August 22, 2024**

Attendance: **Zeke Whitter, Brian Smith, Naomi Thompson, Belinda Ross,**

 **Kevin Lee, Anita Jenkins-McCarter, William Harmon, Jacovy Smith**

 **Vincent Lipford, Shaci Davis, Ken Welcome, Christina Vinson**

 **Melissa Stephens, Ziera Owens and LaRose Manker.**

Absent: **Angela Rowden, Joe Mattox and 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:*  **New IYP-C Shelter**

 *Discussion:* **The New IYP-C Shelter construction is on going**

 *Outcomes, Actions, Timeframes:* **Tentative completion date for the New IYP-C Shelter**

 **could be August 2024 or September 2024.**

C. Regulatory Issues

*1. Sub-topic:* **Managing Aggressive Behavior Training (MAB)**

 *Discussion:* **Brian has successfully completed the MAB Training to be a MAB Trainer**

**for CDS/IYP-C.**

 *Outcome, Actions, Timeframes:* **There will be a mandatory MAB Training for staff on**

**July 27, 2024 from 8am-4pm and July 28, 2024 from 8am-4pm at Bivens.**

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **CDS/IYP-C Pending List**

 *Discussion:*  **Brian and Zeke will be contacting staff in order to submit documents to**

 **Human Resources regarding the IYP-C Pending List.**

 *Outcome, Actions, Timeframe:* **The IYP-C Pending List must be completed. We**

**encourage all staff to support this process in a positive manner**.

*2.**Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframes:*

*3.**Sub-topic:*

 *Discussion:* No Discussion

*Outcome, Actions, Timeframes:*

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:*  **Staff must focus on maintaining a clean, safe facility at all times. This also**

**includes the outside areas of the shelter especially the front entrance***.*

 *Outcome, Actions, and Timeframe:* **Staff will be expected to complete an Unusual Event**

 **Report regarding any safety issues related to inside or outside the facility.**

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:* C. Incident Reports (Reports, analysis of trends, recommendations)

*1. Sub-topic:* **Unusual Event Reports**

 *Discussion* **Staff must focus on completing all Unusual Event Reports accurately and**

 **in a timely manner.**

 *Outcome, Actions, Timeframe:* **Staff must document in a manner that clearly explains the**

**incident. The documentation must be meaningful and legible. In addition,**

 **these Unusual Event Reports must submitted in a timely manner. Brian and**

 **or Zeke can respond to any questions/assistance you may need regarding**

 **this process.**

# III. Quality Improvement

A. File Audits and Case Record Review (reports and recommendations)

*1. Sub-topic:* **CARF Review**

 *Discussion:* **CDS/IYP-C completed the virtual 2024 CARF Review***.*

 *Outcome, Actions, Timeframe:* **IYP-C successfully completed the virtual CARF Review in**

**May 2024. We want to thank all staff for working together to successfully**

 **complete this virtual CARF Review.**

**2***. Sub-topic:*

 *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:* **Supervision and Staffing Ratio/Scheduling Policy**

 *Discussion:* **The intent of this Policy is to ensure that the staff-to-youth ratio is satisfied**

 **in order to properly supervise our participants as well as to provide for**

 **the safety of the public and our participants and staff.**

 *Outcome, Actions, Timeframe:* **The Supervision and Staffing Ratio/Scheduling Policy**

**was provided to staff in attendance**.

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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:* **All staff must complete their Leave Request at least two weeks before the**

 **day(s) requesting off.**

 *Outcome, Actions, Timeframe***: All Leave Request must be scanned to Brian and Zeke.**

 **Staff must contact Brian or Zeke in 48 hours if that staff has not received a**

 **response regarding that Leave Request.**

Respectfully submitted by:

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| --- | --- | --- | --- |
| **Zeke Whitter** |  |  | **Nov. 8, 2024** |

 Name Date