**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

**Meeting: INTERFACE YOUTH PROGRAM CENTRAL**

**Date: July 28, 2022**

**Time: 4pm-5:30pm**

**Location: Interface Youth Program Central**

**Date of Next Staff Meeting: September 8, 2022 Time: 4pm-5:30pm**

**Attendance: Zeke Whitter, Belinda Ross, Lyanne Lopez, Brian Smith, Joe Mattox, Ken Welcome, Lynetta**

 **Brown, Jennifer Johnson, Kevin Lee, Roshonda McBride, Anita Jenkins-McCarter, Nekesha Obas,**

 **Sheila Parker, Melody McMann, Shaci Davis, and Naomi Thompson**

**Absent: Angie Rowden, Gretchen Strickland, Preston White, William Harmon and Oladis Jones**

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: Introducing Brian Smith as the New Residential Supervisor at IYP-C.**

 **Discussion: Brian introduce himself as the New Residential Supervisor at IYP-C. Brian indicated that he was hired as a Full Time YCW on November 13, 2012 and was promoted to the Senior YCW position on October 23, 2016. Brian indicated that he was promoted to the Residential Supervisor position on July 27, 2022. Brian indicated that his management style will be to focus on what is best for the CDS, IYP-C, staff and the participants**.

 **Outcome, Actions, Timeframe:** **Regional Director Zeke Whitter indicated that Brian will be responsible for the overall operation of the Shelter such as the training of new and existing staff, hiring, scheduling, medication management, and Outreach projects, QI Reviews, conducting staff meetings, satisfying the reporting requirements for Data, Fiscal, and Human Resources. Brian will also be train to be a DJJ Peer Reviewer.**

C. Regulatory Issues

1. Sub-topic:

 Discussion:

 Outcome, Actions, Timeframe**:**

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

**1.** **Sub-topic: CDS Pending List Information**

 **Discussion**: **Residential Supervisor Brian Smith will be contacting staff regarding their Pending List requirements.**

 **Outcome, Actions, Timeframe:** **Residential Supervisor Brian Smith indicated that he will provide training topic information to staff at each staff meeting with a completion date. Residential Supervisor Brian Smith encouraged staff to come to the shelter and complete their training as an option. The goal for each staff would be to complete 10 training hours per month. Regional Director Zeke Whitter indicated the importance of satisfying and exceeding the required trainings for the next QI Review. Regional Director Zeke Whitter indicated that an IYP-C Training Team will be created to monitor and oversee this process.**

E. Annual Budget Planning and Process

1. Sub-topic:

 Discussion: No discussion

 Outcome, Actions, Timeframe:

# II. Health and Safety: Program/ Regional Director

A. External Inspections

1. Sub-topic:

 Discussion: No discussion

 Outcome, Actions, Timeframe:

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:

B. Outcome Management (status, reports, recommendations)

1. Sub-topic:

 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:

 Outcome, Actions, Timeframe:

F. Planning Documents (reports, status of goals and objectives, reformulation)

1. Sub-topic:

 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**

 **Discussion: CEO Phil Kabler and Regional Director Zeke Whitter had a meeting with Dr. Paul Broadie II, the President of Santa Fe College on July 22, 2022 at 11am.**

#  Outcome, Actions, Timeframe: Phil Kabler and Zeke Whitter provided Dr. Paul Broadie II with information related to CDS goals, fund raising strategies, the New Branding Concept, the referral process related to Residential Services and Community Counseling Services, hiring of Youth Care Workers, the ongoing plans for the New Shelter for IYP-C and CDS Outreach Objectives. Also, an invitation was offered to Dr. Broadie II to enjoy a tour at Interface Youth Program Central.

# 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:

 Outcome, Actions, Timeframe*:*

**B. Counseling and Programming Issues**

**1. Sub-topic: Program Updates**

 **Discussion: The following staff: (1). According YCW/Life Skills Educator Roshonda McBride the 2022 Summer B Enrichment Program has been successful. The participants have enjoyed a variety of safe leisure activities, arts and crafts, presentations, tours and cultural outings. (2). House Manager Joe Mattox encouraged staff to make sure the participants were completing their chores consistently. (3). According to Administrative Assistant Lyanne Lopez the parents of former participants provided positive responses related the improved behaviors of their children which was reported during the 30 and 60 Day Review Process. (4). Residential Counselor Naomi Thompson and Residential Counselor Belinda Ross conducted a training on the New Suicide Self Harm Process with staff. (5). Regional Director**

 **Zeke Whitter encouraged the staff to focus on satisfying the expectations of CDS and the Florida Network of Youth and Family Services as it relates to the utilization and bed day goals for all three shelters. Regional Director Zeke Whitter indicated that IYP-C must focus on having 15 participants or more for 35 days or longer for the next 5 months in order to satisfy the expectations of this 20 Bed Facility. (6). CEO Phil Kabler arrived at IYP-C to encourage staff to focus on the task ahead.**

 **Outcome, Actions, Timeframes: Regional Director Zeke Whitter encouraged staff to continue working together in a positive and patient manner in order to accomplish these short and long term goals.**

**VII. Other Business:**

**1.** **Sub-topic: Door Prizes and Shout Outs**

 **Discussion: Five (5) IYP-C staff who were in attendance won a door prize via a random drawing. The door prizes were five (5) Publix Gift Cards with a value $20.00 each. The Regional Director indicated that everyone is a winner.**

 **Outcome, Actions, Timeframe: Several staff gave other staff encouraging “Shout Outs” as it relates to working as a team and enjoying the opportunity to work together. The Regional Director gave everyone that attended the staff meeting a “Shout Out” for their commitment concerning the participant utilization and bed days for July 2022.**

**Respectfully Submitted by: Gonzellas “Zeke” Whitter / Regional Director / August 26, 2022**