Meeting Minutes
CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**
Date: **August 14, 2025**
Time: **4pm-6pm**
Location: **3456 NE 39th Avenue, Gainesville, Florida 32609**
Date of Next Meeting: **August 28, 2025**
Attendance: **Zeke Whitter, Brian Smith, Naomi Thompson, Belinda Ross, Vince Lipford, Kevin Lee, Joe Mattox, Melissa Hodges, Anita Jenkins-McCarter LaRose Manker, and Bonita Barkley**

Absent: **William Harmon, Shaci Davis, Gretchen Strickland, Tocarra Morris, Travis Grigger, Angela Rowden and Tameka Rollins.**

I.   Business Operations:
A.   Monthly Budget (Revenue and Expenses)
1.   *Sub-topic:* **Welcome Back RN Angela Rowden**
        Discussion: **RN Angela Rowden has been re-hired as our Registered Nurse at IYP-C.**
        Outcome, Actions, Timeframe: **RN Angela Rowden will complete her training and a work schedule will be created for RN Angela Rowden that will satisfy CDS/IYP-C expectations.**
B.   Marketing and Business Development
1.   *Sub-topic:* **Meridian Behavioral Health Care Tour**
        Discussion: **Zeke, Brian, Naomi and Belinda will provide the Meridian Behavioral Health Care Clinical Team with Program information. The Meridian Behavioral Health Care Clinical Team will discuss their referral process as it relates to Residential Services at IYP-C.**
        Outcomes, Actions, Timeframe: **The tour is schedule for August 19, 2025.**

C.   Regulatory Issues
1.   *Sub-topic:*
        Discussion: No discussion
        Outcome, Actions, Timeframes:
D.   Human Resource Issues (Staffing and Training)
1.   *Sub-topic:* **IYP-C Training Schedule**
        Discussion: **All staff must focus on completing the IYP-C Training Schedule as we prepare for our upcoming QI Review.**
        Outcome, Actions, Timeframe: **Encouraging all staff to complete the 2nd phase of the IYP-C Training Plan by August 31, 2025. Please contact Naomi if you have any questions**
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*: **Health Inspection at IYP-C**

    Discussion: **IYP-C must always be prepared for the Food Health Inspections.**

    Outcome, Actions, and Timeframe: **The Health Inspector will focus on all areas inside facility especially the Kitchen, Pantry and the Laundry Room.**

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

1.   *Sub-topic:* **Contraband Searches**

    Discussion: **Staff must continue with the Contraband Searches according to CDS Policy and Procedures.**

    Outcome, Actions, Timeframe: **Staff must focus on the Contraband Searches when the participants return from school or on outings with their guardians..**

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   **Dec. 13, 2025**
Name   Date

Meeting Minutes
CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**
Date: **August 28, 2025**
Time: **4pm-6pm**
Location: **3456 NE 39ᵗʰ Avenue, Gainesville, Florida 32609**
Date of Next Meeting: **September 11, 2025**
Attendance: **Zeke Whitter, Brian Smith, Naomi Thompson, Belinda Ross, Vince Lipford, Kevin Lee, Joe Mattox, Melissa Hodges, Ken Welcome, Bonita Barkley, LaRose Manker, William Harmon, Anita Jenkins-McCarter and Shaci Davis**

Absent: **Gretchen Strickland, Angela Rowden and Travis Grigger**

I. **Business Operations:**

A. Monthly Budget (Revenue and Expenses)

1. *Sub-topic:*
Discussion:
Outcome, Actions, Timeframe:

B. Marketing and Business Development

1. *Sub-topic:* **Meridian Behavioral Health Care Tour August 19, 2025 at 2pm**
Discussion: **Zeke, Brian, Naomi and Belinda provided the Meridian Behavioral Health Care Clinical Team with a packet containing Program information. The Behavioral Health Care Clinical Team provided the IYP-C Management Team with their process of referring those clients to IYP-C that would be appropriate for Residential Services**
Outcomes, Actions, Timeframe: **The Meridian Behavioral Health Care Clinical Team enjoyed a tour at IYP-C facilitated by the IYP-C Management Team.**

C. Regulatory Issues

1. *Sub-topic:*
Discussion: No discussion
Outcome, Actions, Timeframes:

D. Human Resource Issues (Staffing and Training)

1. *Sub-topic:* **IYP-C Training Schedule**
Discussion: **All staff must focus on completing the IYP-C Training Schedule as discussed in the IYP-C Staff Meeting on August 14, 2025.**
Outcome, Actions, Timeframe: **The 2ⁿᵈ phase of the IYP-C Training Schedule was created by Naomi. The Training Schedule must be completed by August 31, 2025.**

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*:
     Discussion: No discussion
     Outcome, Actions, Timeframe:

B.   Self-Inspections (Reports, analysis, and recommendations)
1.   *Sub-topic:*   No discussion
     Outcome, Actions, Timeframe:
C.   Incident Reports (Reports, analysis of trends, recommendations)
1.   *Sub-topic:*   **Incident Reporting**
     Discussion: **Staff must complete all Unusual Event Reports, Runaway Reports and CCC Incident Reports according to CDS Policy and Procedures.**
     Outcome, Actions, Timeframe: **Staff must document these Incident Reports in the IYP-C Program Log Book for that shift. In addition, staff must notify Brian and or Zeke regarding that Incident Report especially all CCC Incident Reports.**

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.   <u>Risk Management Plan (exposure to loss)</u>
1.   *Sub-topic:*
     Discussion: No discussion
     Outcome, Actions, Timeframe:
B.   <u>Employee Concerns or Complaints</u>
1.   *Sub-topic:*
     Discussion: No discussion
     Outcome, Actions, Timeframe:
C.   <u>Potential regulatory audits and/or investigation of operations</u>
1.   *Sub-topic:*
     Discussion: No discussion
     Outcome, Actions, Timeframe:

V.   Information Technology
A.   <u>Technology Plan</u>
1.   *Sub-topic:*
     Discussion: No discussion
     Outcome, Actions, Timeframe:

I.   Clinical/Program
A.   <u>Medical and Medication Issues</u>
1.   *Sub-topic:*
     Discussion: No discussion
     Outcome, Actions, Timeframe:
B.   <u>Counseling and Programming Issues</u>
1.   *Sub-topic:*
     Discussion: No discussion
     Outcome, Actions, Timeframe:

VII. Other Business:
1.   *Sub-topic:*   **Leave Request Process**
     Discussion: **Please complete your leave request and scan your Leave Request to Zeke and Brian.**
     Outcome, Actions, Timeframe: **Please scan your Leave Request at least two (2) weeks before the day(s) requesting off to Zeke and Brian. Zeke and or Brian will sign and date your Leave Request and scan it to you and the staff that will be working your shift(s).**

Respectfully submitted by:

__**Zeke Whitter**_____ __**Dec. 13, 2025**_____
Name   Date