

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Interface Youth Program Central

Date: August 22, 2024

Time: 4pm-6pm

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

Date of Next Meeting: September 12, 2024

Attendance: Zeke Whitter, Brian Smith, Naomi Thompson, Belinda Ross, Kevin Lee, Anita Jenkins-McCarter, William Harmon, Shaci Davis, Vince Lipford, Christina Vinson, Ken Welcome, Jacovy Smith, Melissa Stephens, Ziera Owens and LaRose Manker.

Absent: Angela Rowden, Gretchen Strickland and Joe Mattox

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: Moving Plans To The New IYP-C Shelter

Discussion: College Hunks company was awarded the bid to complete the moving process for CDS/IYP-C to the New IYP-C Shelter.

Outcomes, Actions, Timeframes: On Thursday 8/22/2024 College Hunks will pick up 20 beds, dining room tables and chairs from Santa Fe Storage and deliver those items to New IYP-C Shelter. The Ronald McDonald House donated those items to CDS/IYP-C. In addition, College Hunks will pick up several desks from Bivens and transport to the New IYP-C Shelter. College Hunks will arrive at IYP-C on Thursday 8/29/2024 to pick up the large furniture items, kitchen equipment, pantry racks, and other large items and transport to the New IYP-C Shelter.

C. Regulatory Issues

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframes:

D. Human Resource Issues (Staffing and Training)

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

Discussion: Brian and Vince will be contacting staff in order to submit documents to CDS 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 timely manner.

2. Sub-topic: New Registered Nurse

Discussion: Kayla James has been hired as the New Registered Nurse for IYP-C

Outcome, Actions, Timeframes: Kayla must complete her New Hire Orientation with CDS Human Resources. Brian and Naomi will facilitate the training process. Kayla will work 20 hours per week at IYP-C.

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: Health Inspections***

Discussion: **Staff must maintain a clean, safe facility at all times at this IYP-C Shelter.**
Outcome, Actions, and Timeframe: **IYP-C Management will expect staff to complete an Unusual Event Report regarding any safety issues related to inside or outside of 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: Incident Reporting Expectations***

Discussion: **Staff must focus on completing all Unusual Event Reports and CCC Incident Reports accurately and submitting them in a timely manner. This is an Agency and Program requirement.**

Outcome, Actions, Timeframe: **Brian, Kevin and or Zeke can provide verbal and or written instructions to any staff needing assistance on the completion of the Unusual Event and or the CCC Incident Reporting process. These reports are review by the CDS COO and the CDS CEO.**

III. Quality Improvement

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

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

2. *Sub-topic:*
Discussion: No 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:*

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: Complete Documentation In Participant Files

Discussion: The Residential Counselors encouraged all staff to focus on completing the participant files in order to satisfy CDS/TYP-C expectations.

Outcome, Actions, Timeframe: Staff must continue to document and complete all Screenings and Intakes. This also includes documentation on the Progress notes in the participant files in a timely. All documentation should be legible and accurate.

VII. Other Business:

1. Sub-topic: Leave Request Process

Discussion: All staff must complete the required Leave Request when requesting time off.

Outcome, Actions, Timeframe: Staff must complete their Leave Request at least two weeks before the day(s) requesting off. These Leave Requests must be scanned to Zeke and Brian. Staff must contact Zeke or Brian in 48 hour if that staff has not received a response regarding that Leave Request.

Respectfully submitted by:

Zeke Whitter

Dec. 2, 2024
