

## Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

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Meeting: **Interface Youth Program Central**

Date: **September 11, 2025**

Time: **4pm-6pm**

Location: **3456 NE 39<sup>th</sup> Avenue, Gainesville, Florida 32609**

Date of Next Meeting: **September 25, 2025**

Attendance: **Zeke Whitter, Brian Smith, Naomi Thompson, Belinda Ross, Vince Lipford, Kevin Lee, Joe Mattox, Melissa Hodges, Ken Welcome, William Harmon, LaRose Manker and Anita Jenkins-McCarter**

Absent: **Gretchen Strickland, Angela Rowden, Travis Grigger, Tameka Rollins, Bonita Barkley and Shaci Davis,**

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### **I. Business Operations:**

#### **A. Monthly Budget (Revenue and Expenses)**

##### **1. Sub-topic: Paylocity**

*Discussion:* **Please continue to enter your work hours via the Paylocity kiosk in the Control Room.**

*Outcome, Actions, Timeframe:* **Please continue to submit your paper time sheet as a back up to this process. Please place your completed time sheet under Brian's office door. Salaried employees will not have to use the Paylocity kiosk.**

#### **B. Marketing and Business Development**

##### **1. Sub-topic: IYP-NW Participants at IYP-C**

*Discussion:* **IYP-NW staff will bring four(4) of their participants to IYP-C on Friday 9/12/2025 for weekend supervision.**

*Outcomes, Actions, Timeframe:* **IYP-NW will not bring their staff to assist with the weekend supervision due to limited staffing at IYP-NW.**

#### **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 Plan**

*Discussion:* **Please complete the IYP-C Training Plan created by Naomi.**

*Outcome, Actions, Timeframe:* **The IYP-C Training Plan must be completed by September 30, 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 Reports**

*Discussion:* **Continue completing Incident Reports.**

*Outcome, Actions, Timeframe:* **Staff must continue completing and submitting Incident Reports in a timely manner to Supervisors. In addition, your documentation must be legible and accurate.**

## **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:* **CDS Outreach Event**  
*Discussion:* **CDS is hosting a Youth Community event on Saturday September 20, 2025 from 11am-2pm.**  
*Outcome, Actions, Timeframe:* **This Youth Community event will be at the Library Partnership Branch at 912 NE 16<sup>th</sup> Avenue, Gainesville, Florida.**

Respectfully submitted by: \_\_\_\_\_

<b>Zeke Whitter</b>	<b>Dec. 15, 2025</b>
Name	Date