

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **September 12, 2024**

Time: **4pm-6pm**

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

Date of Next Meeting: **October 3, 2024**

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

Absent: **Kayla James, Jacovy Smith, 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: Ribbon Cutting Ceremony

Discussion: **The Ribbon Cutting Ceremony for the New IYP-C Shelter**

Outcomes, Actions, Timeframes: **The Ribbon Cutting Ceremony for the New IYP-C Shelter will be on Thursday 9/19/2024 beginning at 11am. The location of the New IYP-C Shelter is 3456 NE 39th Avenue, Gainesville, Florida 32609.**

C. Regulatory Issues

1. Sub-topic:

Discussion:

Outcome, Actions, Timeframes:

D. Human Resource Issues (Staffing and Training)

1. Sub-topic: Needing Youth Care Workers

Discussion: **Due to staffing issues IYP-C Part Time and PRN Youth Care Workers are needed to work weekend shifts.**

Outcome, Actions, Timeframe: **Brian will be finalizing the process of reviewing Youth Care Worker applications in order to fill vacant weekend shifts for Saturday and Sunday day and evening shifts.**

2. Sub-topic: House Manager Joe Mattox on Medical Leave

Discussion: **Joe Mattox will out of the office to satisfy his medical needs**

Outcome, Actions, Timeframes: **At this time, Ken and Zeke will satisfy Joe's primary job responsibilities. Zeke will delegate other House Manager duties accordingly. Joe's Return To Work date has not been confirmed.**

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: Required Health Inspection at the New IYP-C Shelter***

***Discussion:* This Pre Opening Inspection is a requirement by the Alachua County Environmental Health Department.**

***Outcome, Actions, and Timeframe:* CDS/IYP-C Management Team will continue to provide the Alachua County Environmental Health Department with the requested documents in a timely manner in order to confirm a date to complete the required Pre Opening Health Inspection at the New IYP-C Shelter.**

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***

***Discussion:* Staff must complete all Unusual Event Reports, Runaway Reports and CCC Incident Reports accurately and submit them in a timely manner.**

***Outcome, Actions, Timeframe:* In addition, staff must document these Incident Reports in the IYP-C Program Log Book for that shift. This is a CDS/IYP-C requirement. Also, this documentation of the Incident Reports in the IYP-C Program Log Book will be a requirement for the Quality Improvement Review Monitoring Team.**

III. Quality Improvement

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

1. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

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:*

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

Discussion: **The Residential Counselors want to remind and encouraged all staff to focus on completing the required documentation regarding the participants.**

Outcome, Actions, Timeframe: **This documentation relates to Screenings, Intakes, participant's Inventory and participant Progress notes. This documentation process is reviewed daily by the IYP-C Management Team.**

VII. Other Business:

1. *Sub-topic:* Time Sheet Process

Discussion: **Completing and submitting your Time Sheets.**

Outcome, Actions, Timeframe: **Staff must continue the good work of completing and submitting your Time Sheets in a timely manner.**

Respectfully submitted by:

Zeke Whitter

Dec. 2, 2024
