

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **September 25, 2025**

Time: **4pm-6pm**

Location: **3456 NE 39th Avenue, Gainesville, Florida 32609**

Date of Next Meeting: **October 9, 2025**

Attendance: **Zeke Whitter, Naomi Thompson, Kevin Lee, Ken Welcome, Shaci Davis, Anita Jenkins-McCarter, LaRose Manker and Bonita Barkley.**

Absent: **Gretchen Strickland, Angela Rowden, Travis Grigger, Tameka Rollins, Belinda Ross, Vince Lipford, William Harmon, Tameka Rollins, Travis Grigger and Samara Bryant.**

I. Business Operations:

A. Monthly Budget (Revenue and Expenses)

1. Sub-topic: Paylocity Update

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

Outcomes, Actions, Timeframe: **Please submit your paper time sheet under Zeke's Office door as a back up in case there are Internet issues that might effect the Paylocity kiosk.**

B. Marketing and Business Development

1. Sub-topic:

Discussion: **No discussion**

Outcomes, Actions, Timeframe:

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.**

Outcome, Actions, Timeframe: **All staff must focus on completing the IYP-C Training Plan by September 30, 2025. Please contact Naomi if you have any questions with the IYP-C Training Plan.**

2. Sub-topic: William Harmon's Last Work Day at IYP-C

Discussion: **William will be unable to work at IYP-C because he must satisfy his financial obligations regarding his Social Security Benefits.**

Outcome, Actions, Timeframe: **William will be eligible to return to IYP-C for work in January 2026.**

3. Sub-topic: Termination of Brian Smith Residential Supervisor

Discussion: **Brian's termination was effective on September 17, 2025.**

Outcome, Actions, Timeframes: **Zeke will delegate job duties to key staff to produce the best Program and participant management possible.**

4. *Sub-topic:* **Congratulations to Samara Bryant**

Discussion: **Samara is the newest Youth Care Worker to join our team.**

Outcome, Actions, Timeframe: **Zeke will confirm an IYP-C work schedule when Samara's Training is complete.**

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 Zeke. 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: Leave Request Updated

Discussion: Please scan your completed Leave Request to Zeke at least two weeks before the day(s) you are requesting off.

Outcome, Actions, Timeframe: Please contact Zeke in 48 hours if you have not received a response regarding your Leave Request.

Respectfully submitted by:

Zeke Whitter

Name

Dec. 15, 2025

Date

