**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **October 3. 2024**

Time: **4pm-6pm**

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

Date of Next Meeting: **November 13, 2024**

Attendance: **Zeke Whitter, Brian Smith, Naomi Thompson, Belinda Ross,**

**Kevin Lee, Anita Jenkins-McCarter, William Harmon,**

**Vincent Lipford, Christina Vinson, Ken Welcome, Ziera Owens**

**Melissa Stephens and LaRose Manker.**

Absent: **Jacovy Smith,** **Shaci Davis, 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:* **Anticipated move in date to the New Shelter will be by or before 10/31/2024.**

*Outcomes, Actions, Timeframes:* **CDS/IYP-C must satisfy the Pre Opening Inspection**

**with Alachua County Health Department and the State of Florida Department of**

**Children and Families in order to move in the New IYP-C Shelter. Those Inspections**

**dates have not been confirmed.**

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:* No Discussion

*Outcome, Actions, Timefrmes:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:*

*Discussion:* No Discussion

*Outcome, Actions, Timeframe:*

*2.**Sub-topic:*

*Discussion:* No Discussion

*Outcome, Actions, Timeframes:*

*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***: Keeping The Shelter Clean**

*Discussion:*  **Maintaining a clean, safe facility at this IYP-C shelter.**

*Outcome, Actions, and Timeframe:* **Even though, we will be moving to our New IYP-C Shelter very soon, we want to leave a clean facility for the New Tenants**.

B\_\_ Self-Inspection (Reports, analysis of trends, 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 continue completing all Unusual Event Reports / CCC Reports accurately and submitting them in a timely manner according to CDS Policy and Procedure. The occurrence of these Incident Reports must be documented in the appropriate section on the Program Log Book for that shift.**

*Outcome, Actions, Timeframe:*  **This reporting process will be important in order to maintain accurate record keeping information for CDS/IYP-C and the Florida Network of Youth and Family Services, Inc. In addition, this record keeping will enhance our ability to maintain a safe work environment for our participants, staff and the public.**

# 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:* No discussion

*Outcome, Actions, Timeframe:*

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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 The Participants Facebooks**

*Discussion:* **Staff must focus on documenting in the participants Facebooks in order to**

**produce the best Program and participant management possible***.*

*Outcome, Actions, Timeframe:* **The staff documentation must focus on awarding the participants the appropriate points for that shift in a timely manner when they demonstrate the Social Skills properly. The consequences of the participants should also be documented in their Facebooks to address their poor choices and to teach and improve their decision making process.**

**VII. Other Business:**

*1. Sub-topic:* **Leave Request Process**

*Discussion:* **All staff must complete their Leave Request at least two weeks before the day(s) requesting off.**

*Outcome, Actions, Timeframe***: All Leave Requests must be scanned to Brian and Zeke. Staff must contact Brian or Zeke in 48 hours if that staff has not received a written response regarding that Leave Request.**

Respectfully submitted by:

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| **Zeke Whitter** |  |  | **Dec. 8, 2024** |

Name Date