**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **November 13, 2024**

Time: **4pm-6pm**

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

Date of Next Meeting: **December 20, 2024**

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

**Kevin Lee, Anita Jenkins-McCarter, LaRose Manker**

**Vincent Lipford, Christina Vinson, Ken Welcome and**

**Melissa Stephens**

Absent: **Jacovy Smith,** **Belinda Ross,** **Shaci Davis, Ziera Owens, Gretchen Strickland,**

**Joe Mattox, Candace Johnson, Kayla James and William Harmon,**

**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:*  **Welcome To The New IYP-C Shelter**

*Discussion:* **This Impossible Dream Is Now A Reality**

*Outcomes, Actions, Timeframes:* **According to Zeke and Brian CDS/IYP-C have waited**

**for more than 50 years for this wonderful gift. In addition, we must thank those special**

**individuals, community partners and other organizations that made this possible.**

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:* No Discussion

*Outcome, Actions, Timefrmes:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Joe Out Of The Office**

*Discussion:*  **Joe has been out of this office since mid-July 2024 in order to satisfy**

**his medical needs***.*

*Outcome, Actions, Timeframe:* **Joe’s return date to IYP-C has not been determined***.*

*2.**Sub-topic:* **Harmon Unable To Work His Schedule**

*Discussion:* **Due to issues regarding his personal and family wellbeing, William will be unable to work his IYP-C Youth Care Worker Schedule****at this time.**

*Outcome, Actions, Timeframes:* **William will be able to return to work at IYP-C as a**

**Youth Care worker in January 2025.**

*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***: We Must Keep Our New Shelter Clean**

*Discussion:* **Naomi and Melissa will create an IYP-C Cleaning Schedule for each shift.**

*Outcome, Actions, and Timeframe:* **We strongly encourage staff to follow this IYP-C**

**Cleaning Schedule in order to maintain a safe service friendly environment for our**

**participants, staff and the public. Brian, Melissa. Ken and Zeke will be creating a plan**

**to purchase cleaning products for the floors such as commercial dust mops and Swiffer power mops***.*

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:*  No discussion

*Discussion:*

*Outcome, Actions, Timeframe:*

# 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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

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

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

*Outcome, Actions, Timeframe***: As we approach this Holiday Season, staff must scan**

**your leave request to Brian and Zeke in a timely manner***.*  **Staff must contact Brian or Zeke in 48 hours if that staff has not received the sign/date Leave Request from Brian or Zeke.**

Respectfully submitted by:

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| --- | --- | --- | --- |
| **Zeke Whitter** |  |  | **Dec. 9, 2024** |

Name Date