**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **November 30, 2023**

Time: **4pm-6pm**

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

Date of Next Meeting: **December 14, 2023**

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

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

**Vincent Lipford, Jacovy Smith, Alayna Smith, Carl Peoples**

**Jeremy Jackson, Ken Welcome, LaRose Manker, Nadia Matthews and**

**Joe Mattox.**

Absent: **Angela Rowden, Gretchen Strickland, Preston White and Shaci Davis**

**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:*  **IYP-C Employee of the Year and Longevity Award**

*Discussion:* **Congratulation to Senior Youth Care Worker Kevin Lee who received the IYP-C Employee of the Year Award at the CDS 2023 Annual Celebration Meeting at Fairfield Inn & Suites on November 10, 2023. In addition, congratulations to YCW Gretchen Strickland who received a 10 Year Longevity Recognition Award at that CDS 2023 Annual Celebration Meeting.**

*Outcomes, Actions, Timeframes:* **Kevin and Gretchen have consistently demonstrated**

**their commitment and dedication in serving our at risk youth and their parents in a**

**service friendly manner.**

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframes:*

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***: Safety Inspections**

*Discussion:*  **Brian encouraged staff to maintain a clean, safe facility at all times. This also includes the outside areas of the shelter especially around the dumpster.**

*Outcome, Actions, and Timeframe:*  **Staff must continue to report any safety issues related to inside or outside of the facility. Staff must complete an Unusual Event Report regarding any safety issue.**

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:* **Unusual Event Reports**

*Discussion:* **Completing Unusual Event Reports**

*Outcome, Actions, Timeframe:* **Please use black ink only when completing all Unusual Event Reports. The documentation must focus on the reporting facts only. These Unusual Event Reports will be review by the Regional Director and the Residential Supervisor and submitted to the CDS COO.**

# III. Quality Improvement

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

*1. Sub-topic:* **IYP-C Quality Improvement Compliance Monitoring Review 2023 / 2024**

*Discussion:* **IYP-C must focus on satisfying all the QI Standards**

*Outcome, Actions, Timeframe:* **This upcoming IYP-C QI Review will be very intense with four QI Reviewers. The IYP-C Management Team will communicate with all staff regarding Agency and Program expectations. In addition, staff will receive information from the CINS/FINS Meetings as it relates to the upcoming QI Review for 2023/ 2024.**

**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:* **Supervision and Staffing**

*Discussion***: Staff must remember the ratio is 1 staff to 6 youth during awake hours and community activities and a minimum of two staff on schedule at all times according to the CDS Supervision and Staffing Ratio / Scheduling Policy. Volunteers, practicums and Interns cannot be used in calculating staffing ratios.**

*Outcome, Actions, Timeframe:* **In addition, staff currently on duty must remain until replacement staff have arrived and a shift conversation must occur with the incoming staff of current Program/participant circumstances. Brian also encouraged staff to complete your Leave Request as it relates to Shift Coverage.**

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:* **Increasing Participant Numbers**

*Discussion:* **Encouraging parents to utilize our Program Services.**

*Outcome, Actions, Timeframe:*  **We must continue to maintain a service friendly conversation with parents when completing the Screening Process. We may have to go the extra mile, which could include a tour of the Program with the parent and the child to reduce any stress. Please notify a Supervisor regarding this process.**

Respectfully submitted by:

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| **Zeke Whitter** |  |  | **Jan. 29, 2024** |

Name Date