

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **December 14, 2023**

Time: **4pm-6pm**

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

Date of Next Meeting: **January 25, 2024**

Attendance: **Zeke Whitter, Brian Smith, Naomi Thompson, Belinda Ross, Kevin Lee, Anita Jenkins-McCarter, William Harmon, Joe Mattox, Vincent Lipford, Jacovy Smith, Alayna Mills, Carl Peoples, Nadia Matthews, Ken Welcome, Sheila Parker and LaRose Manker.**

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

I. Business Operations:

A. Monthly Budget (Revenue and Expenses)

1. Sub-topic: Overtime For The Christmas and New Year Holidays

Discussion: The Youth Care Worker scheduling during the Holidays will focus on reducing the YCW Overtime as much as possible according to Brian.

Outcome, Actions, Timeframe: Full Time staff are strongly encouraged to take off Christmas Day and New Years Day. PRN and Part Time staff will be used to cover those Holiday shifts in order to reduce the YCW Overtime according to Brian.

B. Marketing and Business Development

1. Sub-topic:

Discussion: No discussion

Outcomes, Actions, Timeframes:

C. Regulatory Issues

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframes:

D. Human Resource Issues (Staffing and Training)

1. Sub-topic: CDS / IYP-C Pending List

Discussion: Brian and Zeke will be contacting staff in order to satisfy the requirements of the IYP-C Pending List.

Outcome, Actions, Timeframe: The goal is to Update the IYP-C Pending List to prepare the Program for the Quality Improvement Compliance Monitoring Review and the DCF Review in 2024.

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: **Staff must focus on maintaining a clean, safe facility at all times. This also includes the outside areas of the shelter.**

Outcome, Actions, and Timeframe: **Staff will be expected to complete an Unusual Event Report regarding any safety issues related to inside or outside of the facility. The Unusual Event Reports must be completed in a timely manner for review.**

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 and CCC Incident Reports**

Discussion: **Staff must continue to complete Unusual Event Reports and CCC Incident Reports accurately and submit them in a timely manner. This is an Agency and Program requirement.**

Outcome, Actions, Timeframe: **This reporting documentation will be needed when IYP-C Management responds to the CDS COO and DJJ.**

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 especially the Training Indicators.**

Outcome, Actions, Timeframe: **The 2023 / 2024 upcoming IYP-C Quality Improvement Compliance Monitoring Review will be very challenging with five QI Reviewers. The IYP-C Management Team will communicate with all staff regarding Agency and Program expectations. In addition, the shelter environment, inside and outside the facility must be clean and orderly. This also, includes the IYP-C Vans.**

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 regarding current Program/participant circumstances. Also, staff must focus on completing the documentation in the Program Log Book of all staff on duty at that time including the name of the staff assigned to administer the medication to the participants on that shift.**

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: **IYP-C Christmas Celebration**

Discussion: **IYP-C staff will enjoy an onsite Christmas Celebration.**

Outcome, Actions, Timeframe: **The IYP-C Christmas Celebration will occur on December 21, 2023 from 4pm-6pm in the dining room. Staff will participate in gift exchanges, fun game activities and delicious food. Brian will contact IYP-East and IYP-NW Management in order to seek staff coverage from those locations to supervise the IYP-C participants during the IYP-C Christmas Celebration.**

Respectfully submitted by:

Zeke Whitter

Name

March 7, 2024

Date