**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **December 23, 2024**

Time: **4pm-6pm**

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

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

Attendance: **Brian Smith, Naomi Thompson, Belinda Ross, Vincent Lipford**

 **Kevin Lee, Anita Jenkins-McCarter, Jacovy Smith, Christina Vinson,**

 **Kayla James and Melissa Hodges**

Absent: **William Harmon, Joe Mattox, Gretchen Strickland, LaRose Manker,**

 **Ziera Owens, Travis Grigger, Ken Welcome and Zeke Whitter.**

**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:*

 *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:* **New YCW Travis Grigger**

 *Discussion:* **According to Brian, Travis was hired on December 10, 2024.**

 *Outcome, Actions, Timeframe:* **After Travis completes his New Hire YCW Trainings Travis will work Saturday from 8am to 12midight and Sunday 8am to 12midnight according to Brian.**

*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***: Cleanliness of the New IYP-C Shelter**

 *Discussion:* **Following the IYP-C Cleaning Schedule**

 *Outcome, Actions, and Timeframe:* **All staff must focus on following the IYP-C Cleaning Schedule posted on the Laundry Room door in the Control Room in order to maintain a safe clean service friendly environment according to Brian and Naomi***.*

 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:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:* **DCF Review For CDS/IYP-C For 2025**

 *Discussion* **According to Brian, IYP-C must focus on the upcoming CDS/IYP-C DCF Review** **for 2025.**

 *Outcome, Actions, Timeframe:***According to Brian, Naomi, Belinda and Kevin IYP-C staff must focus on the following: (1). Proper documentation in the Program Log Books. (2). Completing the participant Bed Checks according to CDS Policy and Procedures. (3). Maintaining a safe service friendly environment. (4).Competing participant contraband searches according to the Shift Leader assignments in the Program Log Books. (5). Completing all required Fire Drills according to the Shift Leader assignments in the Program Log Books.The 2025 DCF Review for CDS/IYP-C has not been scheduled according to Brian.**

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, Time .*

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:* **The****Leave Request Process / Finding Your Shift Coverage**

 *Discussion:* **Brian encouraged staff to follow the Leave Request Process, which includes finding shift coverage for the shift(s) you are requesting off***.*

 *Outcome, Actions, Timeframe***: All staff must complete and scan their Leave Request for approval at least two weeks before the day(s) requesting off according to Brian.**

Respectfully submitted by:

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| **Zeke Whitter** |  |  | **Jan. 10, 2025** |

 Name Date