

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: IYP-East staff meeting

Date: August 27, 2026

Time: 8:30 am

Location: IYP-East conference room

Date of Next Meeting: September 24, 2026

Attendance: Karen, Monica, Amy, Errol, Kiesha, Lytinia, Gary, Angelique, Cherelle, Joy,
Kimberly, Lashnda, LaToya

Absent: Izel, Dieshia, Rose, Leroy, Jamesha, Melaine, Monica

I. Business Operations:

A. Monthly Budget (Revenue and Expenses)

1. Sub-topic: Food usage

Discussion: Discussed the amount of food, juice, and snacks provided to the youth.

Reviewed the importance of proper labeling and ensuring mop heads are cleaned after every use.

Outcome, Actions, Timeframe: **Ongoing**

B. Marketing and Business Development

1. Sub-topic: Grants/funding opportunities

Discussion: Please continue to look for grant opportunities

Outcome, Actions, Timeframe: **Ongoing**

2. Sub-topic: University of Florida

Discussion: UF will be bringing a team to help start the gardening beds.

Outcome, Actions, Timeframe: **Ongoing**

3. Sub-topic: Elevator speech

Discussion: Discuss program in the community, brag book

Outcome, Actions, Timeframe: Ongoing

C. Regulatory Issues

1. Sub-topic: Shelter Supervision Rules

Discussion: FL Network policy & procedures, Standard five – Shelter program services

Outcome, Actions, Timeframe: **Ongoing**

D. Human Resource Issues (Staffing and Training)

1. Sub-topic: New hires

Discussion: Introduced Residential Counselor Lashnda Curtis and Non-Residential

Counselor Angelique McClung to the team. Announced that a Residential Supervisor may be coming on board pending approval.

Outcome, Actions, Timeframe: **Ongoing**

2. Sub-topic: Cluster trainings

Discussion: Intake and discharge cluster trainings.

Outcome, Actions, Timeframe: **Ongoing**

E. Annual Budget Planning and Process

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

II. Health and Safety: Program/Regional Directors

A. External Inspections

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

B. Self-Inspections (Reports, analysis, and recommendations)

1. Sub-topic: **Safety drills**

Discussion: The monthly fire drill and mock drill will be indicated on the staff schedule located on the desk in the control room. Staff should check the schedule when they arrive for their shift, note when each drill is due, and complete the required drill before the end of their shift.

Outcome, Actions, Timeframe: **Ongoing**

2. Sub-topic: **Emergency drills**

Discussion: Hurricane preparedness

Outcome, Actions, Timeframe: **Ongoing**

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:

Discussion: No discussion

Outcome, Actions, Timeframe:

B. Outcome Management (status, reports, recommendations)

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

C. Accreditation and Regulatory Requirements

1. Sub-topic: **Peer review/Annual audit**

Discussion: Completed by FL Network; **February 9th-11th 2027**

Outcome, Actions, Timeframe: **six months**

D. Policy and Procedure Updates and/or Review

1. Sub-topic: **Search Policy P-1138**

Discussion: Search protocol and Proud Acknowledgement

Outcome, Actions, Timeframe: **Ongoing**

2. Sub-topic: **Staff Appearance & Belongings**

Discussion: Staff's favorites, appearance, personal belongings, lunch breaks

Outcome, Actions, Timeframe: **Ongoing**

E. Participant Complaint and Grievance (specific and quarterly review of trends)

1. Sub-topic: **Px grievances in programs**

Discussion: The grievance procedure is for staff to first attempt to resolve the issue. If floor staff is unable to resolve the issue, then the youth should complete the grievance form for the Residential Counselor to address.

Outcome, Actions, Timeframe: **On-going**

F. Planning Documents (reports, status of goals and objectives, reformulation)

1. Sub-topic:

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: Labeling Px's belongings, evening chores, Staff Relief, shelter log book

Discussion: Staff should label participant's belongings when they arrive and when any items are placed in lock-up. Staff should not remove labels from items that were taken due to being inappropriate. Evening chores must be completed before the next shift arrives. For staff relief, staff working double shifts should be relieved first. Staff working a regular shift should communicate and agree with their coworkers on who will be relieved. Everyone need to be on the same page when completing the Shift leader summary in the shelter log book. Will follow up with clarification regarding the different perspectives.

Outcome, Actions, Timeframe: **Ongoing**

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- TV

Discussion: Age-appropriate shows/movies

Outcome, Actions, Timeframe: **Ongoing**

2. Sub-topic- Personal logins

Discussion: Do not use personal logins, use the shelter email address IYP-East email login CDSIYPEAST@gmail.com and password

Outcome, Actions, Timeframe: **Ongoing**

VI. Clinical/Program

A. Medical and Medication Issues

1. Sub-topic: New Medication Cart

Discussion: The current Pyxis system will be decommissioned between 9/31 – 10/31, Data will be retained for several years but you will be responsible for all monthly reports through the last day of October or YOUR LAST DAY OF USE. The Touchpoint Medical "Med Dispense C 30" will be installed between 10/1-11/30

Outcome, Actions, Timeframe: **10/1-11/30**

B. Counseling and Programming Issues

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

VII. Other Business:

1. Sub-topic: Employee of the month

Discussion: Congratulations to YCW Jamesha Willis, who was selected by staff members as the Employee of the Month for August 2026. Votes are still being collected for the August Employee of the Month, forms are in the control room to nominate co-workers for September 2026.

Outcome, Actions, Timeframe: Ongoing

2. *Sub-topic: Staff nomination*

Discussion: Proud Acknowledgement goes to Izel Session and Jamesha Willis for finding contraband. You all are greatly appreciated for all the hard work you do here at IYP-East.

Outcome, Actions, Timeframe: Ongoing

2. *Sub-topic: Words of Encouragement*

Discussion: "We may not see the impact of every interaction, but every interaction has an impact," ~ Author unknown

Outcome, Actions, Timeframe: Ongoing

Karen Bethel

9/3/2026

Respectfully submitted by:

Date:

Jarvis Robins

Name

9/3/2026

Date