

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **February 12, 2025**

Time: **4pm-6pm**

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

Date of Next Meeting: **February 27, 2025**

Attendance: **Zeke Whitter, Brian Smith, Naomi Thompson, Belinda Ross,
Kevin Lee, Anita Jenkins-McCarter, LaRose Manker, Jacovy Smith
Vince Lipford, Christina Vinson, Ken Welcome, William Harmon
Melissa Hodges, Kayla James, Travis Grigger, Joe Mattox and Shaci Davis.**

Absent: **Gretchen Strickland**

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

Outcome, Actions, Timeframes:

C. Regulatory Issues

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframes:

D. Human Resource Issues (Staffing and Training)

1. Sub-topic: Medication Management Quarterly Training

Discussion: **IYP-C RN Kayla James and Residential Supervisor/Super User
Brian Smith will facilitate this Medication Management Quarterly
Training. In addition, this Medication Management Quarterly Training
is a requirement of the Florida Network of Youth and Family Services.**

Outcome, Actions, Timeframe: **Please review the attachment regarding the Quarterly
Medication Meeting/Training Notes. In addition the IYP-C Medication
Annual Training will occur March 10-12, 2025.**

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:

Discussion: No discussion

Outcome, Actions, and Timeframe:

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:*

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:

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:

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:

Discussion: No discussion

Outcome, Actions, Timeframe:

Respectfully submitted by:

Zeke Whitter

May 19, 2025

Quarterly Medication Meeting Notes: 02.12.2025 4-6 pm

YCW Duties

- Having a nurse does not exempt staff from doing the medication process
- The nurse will brunt the med process when on site but she does not work all medication shift nor 7 days a week
- When a nurse is on site a call about medications being administered is not needed to the Res Supervisor
- Do not multi-task during medication process

Medications

- Must be verified by the pharmacy each time they are brought in
- When meds get to 7 pills notified guardian of low pill count

MRLs

- We need 2 staff signatures when counting meds on shifts
- Highly recommend medication counts occur at the start of the shift where there is an overlap of staff
- Control med counts are documented each shift daily
- Non control medication counts are documented on 7,14,21,28 of each month on the highlighted shift or when it is an SLA
- When medications run out the MRL is to be filed in the medical section of the participant's file

Pyxis Discrepancies

- There are currently 200 discrepancies that the Res Supervisor and Nurse are working on clearing out of the system
- You should be discussing the discrepancy with the nurse or a supervisor
- Discrepancies must be addressed by the end of the day

Medication Counts

- Count medication each time you are administering medication
- Do not follow other's counts as they may be wrong and it will not only create a discrepancy in Pyxis but create issues on the MRL

Pyxis Accounts

- Many staff have indicated they are locked out of Pyxis
- Account passwords can be reset today after the meeting
- If you are locked out of your account you must notify the nurse or supervisor
 - Issue over the weekend where no staff could remove a medication during disposition and parent had to return to IYPC - this isn't acceptable.

Pyxis Practice/ Annual Training

- You need to be fluent with Pyxis
- To become fluent you must practice
- We will be retraining in March