

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **February 27, 2025**

Time: **4pm-6pm**

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

Date of Next Meeting: **March 13, 2025**

Attendance: **Zeke Whitter, Brian Smith, Naomi Thompson, Belinda Ross, Anita Jenkins-McCarter, Tameka Rollins, LaRose Manker, Jacovy Smith, Vince Lipford, Christina Vinson, Ken Welcome, William Harmon, Melissa Hodges, Travis Grigger, Joe Mattox, Shaci Davis, Joy Cullinan, Lyanne Lopez and Cindy Starling.**

Absent: **Kevin Lee, Gretchen Strickland and Kayla James**

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: Food4Kids Project

Discussion: **Lyanne Lopez CDS SNAP Supervisor provided information regarding the Food4Kids Project for IYP-C.**

Outcome, Actions, Timeframes: **This process will require parents/guardians to sign and date the Food4Kids document during the IYP-C Intake/admission process with staff. This Food4Kids Project will allow that participant to pick up a backpack of food/snack items from their zoned School every Friday. In addition, participants that complete their Residential Service at IYP-C will also receive a backpack of food/snack items during the IYP-C disposition process. IYP-C staff will pick up those backpacks of food/snack items from a local community partner Organization prior to that participant's discharge date.**

Sub-topic: Safe Place Process

Discussion: **Joy Cullinan CDS Outreach/Safe Place Specialist provided information regarding the Safe Place Process**

Outcome, Actions, Timeframes: **Joy Cullinan will provide IYP-C with the required Safe Place Folder (yellow) which contains the information IYP-C will need when picking up a youth from a CDS Safe Place site.**

C. Regulatory Issues

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

D. Human Resource Issues (Staffing and Training)

1. Sub-topic:

Discussion:

Outcome, Actions, Timeframe:

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:* **Safe Service Friendly Environment**

Discussion: **Staff must continue work as team in order to maintain the overall appearance of the facility.**

Outcome, Actions, and Timeframe: **This safety service expectation which will be facilitated by IYP-C will ensure the safety of our participants, staff and guest. In additions this continued safety and service process will satisfy upcoming Health Inspections.**

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:* **Incident Reports**

Discussion: **Continue completing Incident Reports**

Outcome, Actions, Timeframe: **Staff must continue completing /submitting Incident Reports in a timely manner to Supervisors. In addition, your documentation must be legible and accurate.**

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:* **Pyxis Medication Training**
Discussion: **The staff sign up sheet for the Pyxis Medication Training is in the Control Room.**
Outcome, Actions, Timeframe: **The Medication Training on the Pyxis will occur on March 10-12, 2025 as discussed in the Medication Management Quarterly on February 12, 2025.**

B. Counseling and Programming Issues

1. *Sub-topic:*

Discussion: No discussion

Outcome, Actions, Timeframe:

VII. Other Business:

1. *Sub-topic:* **Leave Request Process**

Discussion: **Please complete and scan your Leave Request correctly.**

Outcome, Actions, Timeframe: **Staff must focus on completing and submitting your leave request at least two (2) weeks prior to the day(s) you are requesting off. Youth Care Workers must indicate on their Leave Request who will be covering their requested shift /day(s) off. Your Leave Request must be approved by a Supervisor.**

Respectfully submitted by:

Zeke Whitter

May 27, 2025