**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **March 9, 2023**

Time: **4pm-6pm**

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

Date of Next Meeting: **March 23, 2023**

Attendance: **Zeke Whitter, Brian Smith, Naomi Thompson, Belinda Ross, Lyanne Lopez,**

**Kevin Lee, Anita Jenkins-McCarter, Sheila Parker, Nekesha Obas,**

**Vincent Lipford, Joe Mattox, Ken Welcome, Shaci Davis, Joy Budiman,**

**Joann Rosario, Jacovy Smith, William Harmon, Lynetta Brown and**

**Preston White.**

Absent: **Angela Rowden, Gretchen Strickland and Lynetta Brown.**

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **Update on the New IYP-C Shelter**

*Discussion:* **The IYP-C Ground Breaking Ceremony for the New IYP-C Shelter will occur by or before June 1, 2023 according to Residential Supervisor Brian Smith.**

*Outcomes, Actions, Timeframe:* **IYP-C mustcontinue to maintain a safe service friendly environment for our participants, volunteers, staff and the public with the excitement of having a New Shelter by the end of this calendar year**.

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframes:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **CDS Pending Lis**t

*Discussion:*  **IYP-C staff will be notified regarding the required documents needed to satisfy the CDS Pending List according to Residential Supervisor Brian Smith. In addition, IYP-C staff will receive documents from the Residential Supervisor in order to complete their required Probationary and Annual CDS Evaluations as indicated on the CDS Pending List.**

*Outcome, Actions, Timeframe:* **The goal is to satisfy the expectations of the Agency and the Program related to the CDS Pending List by or before June 30, 2023 according to Residential Supervisor Brian Smith.**

*2.**Sub-topic:* **Youth Care Worker Training Requirements**

*Discussion:* **Residential Supervisor Brian Smith indicated the importance and the urgent need for all staff to complete the required trainings in preparation for the upcoming IYP-C Quality Improvement Compliance Monitoring Review.**

*Outcome, Actions, Timeframes:* **Residential Supervisor Brian Smith reminded staff that IYP-C must receive a rating of Satisfactory as it relates to the training requirements (1.04) in order to satisfy the expectations of the Agency and the Program regarding the upcoming QI Review.**

*3.**Sub-topic:* **Managing Aggressive Behavior Training**

*Discussion:* **The Regional Director and or the Residential Supervisor will contact IYP-NW Regional Director Sabriena Williams regarding a MAB Training for IYP-C staff.**

*Outcome, Actions, Timeframes:* **This face-to-face MAB Training would be preferred for staff compared to****the online version according to the Florida Network of Youth and Family Services.**

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:*  **Residential Supervisor Brian Smith encourage staff to continue and focus on maintaining a clean and safe environment and report any unsafe concerns immediately to the House Manager, Residential Supervisor and the Regional Director.**

*Outcome, Actions, and Timeframe:* **Residential Supervisor Brian Smith indicated the importance of maintaining Satisfactory Inspection Reports, which will be required for the upcoming Quality Improvement Compliance Monitoring Review (QI). Residential Supervisor Brian Smith encourage staff to complete Unusual Event Reports in order to address Program health and safety concerns in a timely manner.**

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

*1. Sub-topic:*

*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:* **IYP-C Quality Improvement Compliance Monitoring Review (QI)**

*Discussion:* **The Regional Director, Residential Supervisor, Residential Counselors, Administrative Assistant and the House Manager will create an action plan in order to satisfy Agency and Program expectations regarding the upcoming QI Review***.*

*Outcome, Actions, Timeframe:*

**2***. Sub-topic:* **DCF On-Site Review**

*Discussion***: The IYP-C DCF On-Site Review occurred on February 27, 2023.**

*Outcome, Actions, Timeframes***: Barbretta Cook-Mclellan, MA who is the Operations Review Specialist for the NE Region Office with DCF and Dianna Manning with DCF completed the on-site DCF Review at IYP-C. Additional Program information may be needed by this DCF Review Team in order to complete this DCF Review process by or before March 31, 2023 according to Residential Supervisor Brian Smith.**

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:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **The Referral / Screening Expectations for IYP-C**

*Discussion:* **Residential Supervisor Brian Smith indicated that our focus is to continue and complete all Screenings with parents / guardians when they contact the Program about services.**

*Outcome, Actions, Timeframe:* **Residential Supervisor Brian Smith indicated that we must demonstrate a service friendly attitude when we respond to parents / guardians during the Screening Process. In addition, we must schedule Intakes as quickly as possible in order to increase participant utilization at IYP-C according to Residential Supervisor Brian Smith.**

Respectfully submitted by:

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| **Zeke Whitter** |  | **June 16, 2023** |

Name Date