

# Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

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Meeting: **Interface Youth Program Central**

Date: **March 13, 2025**

Time: **4pm-6pm**

Location: **3456 NE 39<sup>th</sup> Avenue, Gainesville, Florida 32609**

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

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

Absent: **Gretchen Strickland, Vince Lipford, Christina Vinson and Kayla James**

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## **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: DCF Re-License Review Audit**

*Discussion:* **The IYP-C on-site DCF Re-Li censure Review Audit will occur on Wednesday March 19, 2025 starting at 9:30am.**

*Outcome, Actions, Timeframe:* **The DCF Re-Li censure Team will consist of two (2) Reviewers. The DCF Team will review selected staff training files, the required participant files, Health Inspection Reports, participant Medication Logs, Program Log Books, Fire Extinguisher tags, inspection of the IYP-C Vans, Kitchen inspection, review DCF postings, inspect the participant bedrooms, bathrooms and a tour of the shelter will occur. We must focus on working together to ensure that IYP-C successfully satisfies all requirements as it relates to the on-site DCF Re-Li censure Review Audit. Maintaining a safe service friendly environment for our participants, staff and the public is our goal.**

#### **2. Sub-topic: Spring Break 2025**

*Discussion:* **The IYP-C Management Team will facilitate a plan for our participants to enjoy Spring Break 2025.**

*Outcome, Actions, Timeframe:* **Spring Break will start Monday March 17, 2025 to Friday March 21, 2025. The IYP-C Management Team will create a plan for our participants to enjoy a variety of leisure activities, cultural outings, group presentations and educational sessions.**

### **C. Regulatory Issues**

#### **1. Sub-topic:**

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

1. *Sub-topic:* **New IYP-C Youth Care Worker**

*Discussion:* **Congratulations to our new Part Time YCW Bonita Barkley.**

*Outcome, Actions, Timeframe:* **When Bonita has complete her required training, Bonita will be working the evening shift Monday thru Thursday from 4pm to 12 midnight. Please welcome Bonita to the IYP-C Team.**

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:* **Focus on Program Safety**

*Discussion:* **We encourage all staff to focus on maintaining a safe service friendly environment at all times.**

*Outcome, Actions, and Timeframe:* **We must work together as team to maintain our New IYP-C shelter. Remember, you and your shift partner are responsible for the safety and well being of our participants and each other.**

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:* **Completing Unusual Event Reports**

*Discussion:* **We encourage staff to continue completing Program Unusual Event Reports in order to address safety issues.**

*Outcome, Actions, Timeframe:* **Staff must complete and submit your Unusual Event Reports to the Supervisors in a timely manner. Please make sure your documentation is complete, legible and is based on facts not your opinion.**

**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, Timeframe:*

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: **Completing Intakes****

*Discussion:* **Staff must focus on completing the participant Intakes in order to satisfy**

*Outcome, Actions, Timeframe:* **We encourage staff to properly complete the required documentation for each section of that participant file during the Intake process and place all documentation/paperwork in order in that file. Please contact the IYP-C Management if you need assistance or have questions.**

**VII. Other Business:**

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

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

*Outcome, Actions, Timeframe:* **Staff must continue to focus on completing and scanning your leave request to Brian and Zeke according to our protocol. Youth Care Workers must indicate on your leave request the name of the staff that will be covering your shift on the days/shift you are requesting off. Your assistance regarding this request will enhance Program and participant management.**

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Respectfully submitted by:

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**Zeke Whitter**

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**May 27, 2025**

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