**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **March 23, 2023**

Time: **4pm-6pm**

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

Date of Next Meeting: **April 27, 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, Joy Budiman,**

 **Joann Rosario, William Harmon, Lynetta Brown and Preston White.**

Absent: **Angela Rowden, Shaci Davis and 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:* **Update on the New IYP-C Shelter**

 *Discussion:* **The IYP-C Ground Breaking Ceremony will occur in a few months.**

 *Outcomes, Actions, Timeframe:* **Brian indicated that Paula the CDS Community Outreach / Safe Place Specialist will notify Zeke with the exact date / time of the Ground Breaking Ceremony for the New IYP-C Shelter.**

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:* **The Regional Director and the Residential Supervisor will continue to contact staff regarding the CDS Pending List.**

 *Outcome, Actions, Timeframe:* **Residential Supervisor Brian Smith will be contacting staff in order to complete the Probationary and Annual Evaluations for those staff as indicated on the CDS Pending List.**

*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:* **Brian reminded all 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.**

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 safe service friendly environment and to report any unsafe concerns immediately to Brian, Zeke or Joe.**

 *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 communicate safety issues 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 IYP-C Quality Improvement Compliance Monitoring Review is scheduled for March 29-30, 2023 according to Brian Smith Residential Supervisor.**

 *Outcome, Actions, Timeframe:* **Brian encourage staff to focus on completing all Program job duties in a manner that would exceed Program expectations every day.**

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

 *Outcome, Actions, Timeframe:* **Residential Supervisor Brian Smith indicated that we must respond to parents / guardians in a service friendly manner during the Screening Process. In addition, the Program must make decisions in a timely manner in order to schedule Intakes for Residential Services according to Residential Supervisor Brian Smith.**

Respectfully submitted by:

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| **Zeke Whitter** |  | **June 22, 2023** |

 Name Date