

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **March 27, 2025**

Time: **4pm-6pm**

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

Date of Next Meeting: **April 10, 2025**

Attendance: **Brian Smith, Naomi Thompson, Zeke Whitter, Kevin Lee, Jacovy Smith, Melissa Hodges, Bonita Barkley and Ken Welcome.**

Absent: **Gretchen Strickland, Joe Mattox, Belinda Ross, Kayla James, William Harmon, Shaci Davis, Anita Jenkins-McCarter, Vince Lipford, LaRose Manker, Christina Vinson, Travis Grigger and Tameka Rollins.**

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-Licensure Audit

Discussion: **IYP-C had a successful on site DCF Re-Licensure Audit**

Outcomes, Actions, Timeframe: **We want to thank everyone for your dedication and commitment in satisfying this IYP-C DCF Re-Licensure Audit on Wednesday March 19, 2025.**

C. Regulatory Issues

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

D. Human Resource Issues (Staffing and Training)

1. Sub-topic:

Discussion: No 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: Health Inspection at IYP-C Shelter

Discussion: **IYP-C must be prepared for the Food Health Inspection.**

Outcome, Actions, and Timeframe: **The Health Inspector will probably arrive at IYP-C by or before May 1, 2025. The Health Inspector will focus on all areas inside the facility especially the Kitchen, Pantry and the Laundry Room. We must maintain a safe service friendly environment.**

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 Reporting**

Discussion: **Staff must complete all Unusual Event Reports, Runaway Reports and CCC Incident Reports according to CDS Policy and Procedures.**

Outcome, Actions, Timeframe: **Staff must document these Incident Reports in IYP-C Program Log Book for that shift. In addition staff must notify Brian or Zeke regarding that Incident Report especially all CCC Incident Reports.**

III. Quality Improvement

A. File Audits and Case Record Review (reports and recommendations)

1. *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:

VI. Clinical/Program

A. Medical and Medication Issues

1. *Sub-topic:*
Discussion: No discussion
Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

1. *Sub-topic:* **Screening and Intake Training**
Discussion: **Residential Counselor Naomi Thompson completed a Screening/Intake Training during this Staff Meeting.**
Outcome, Actions, Timeframe: **This Training provided staff with the correct process regarding the required documentation needed in all participant files. This is necessary in order to satisfy the requirements of CDS/IYP-C and our contract providers as it relates to funding.**

VII. Other Business:

1. *Sub-topic:* **Leave Request Process**
Discussion: **Completing and scanning your Leave Request.**
Outcome, Actions, Timeframe: **All IYP-C staff must complete and scan your Leave Request to Brian and Zeke at least two (2) weeks before the day(s) requesting off. In addition, staff must find proper shift coverage for the shift(s) you are requesting off. A Supervisor will sign your Leave Request to confirm the approval of your Leave Request.**

Respectfully submitted by:

Zeke Whitter

May 27 2025
