Meeting Minutes
CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**
Date: **April 10, 2025**
Time: **4pm-6pm**
Location: **3456 NE 39th Avenue, Gainesville, Florida 32609**
Date of Next Meeting: **April 24, 2025**
Attendance: **Brian Smith, Naomi Thompson, Zeke Whitter, Kevin Lee, Jacovy Smith, Melissa Hodges, Bonita Barkley, Ken Welcome, Anita Jenkins-McCarter LaRose Manker, Belinda Ross, Vince Lipford and Joe Mattox.**

Absent: **Gretchen Strickland, Christina Vinson, Travis Grigger, Tameka Rollins, William Harmon and Shaci Davis.**

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:* **New Paylocity Process**
      Discussion: **CDS Payroll Department has implemented the Paylocity Process for Youth Care Workers to submit their work hours electronically by utilizing the Paylocity Unit in the IYP-C Control Room.**
      Outcomes, Actions, Timeframe: **Ashley Strain the CDS Fiscal / Payroll Assistant will conduct an on-site Paylocity training at IYP-C for staff at the next IYP-C Staff Meeting on April 24, 2025 at 4pm. At this time, IYP-C staff will continue recording and submitting your work hours via the IYP-C paper time sheet. Also, as a practice staff should always make a copy of your completed paper time sheet for your records.**
C.   Regulatory Issues
1.   *Sub-topic:* **Recognize and Congratulate Current IYP-C Employees**
      Discussion: **IYP-C Management congratulated those employees hired in the month of April.**
      Outcome, Actions, Timeframe: **Congratulations to YCW Christina Vinson hired on April 9, 2024. Congratulations to YCW Anita Jenkins-McCarter hired on April 27, 2022. Congratulations to YCW Gretchen Strickland hired on April 23, 2012. We celebrate and thank these employees for their dedication and commitment in serving our participants and being team players.**

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*: **Food and Health Inspection**
    Discussion: **IYP-C staff must focus on satisfying the upcoming Food Health Inspection.**
    Outcome, Actions, and Timeframe: **IYP-C can expect the Health Inspector to arrive by or before May 1, 2025. In addition Brian and Zeke will identify several IYP-C staff who must take the On-Line Food Safety Course as required by the Health Inspector inorder to properly serve meals to our participants. This On-Line Food Safety Course should be completed by staff on or before July 1, 2025. Zeke, will complete the required CDS PO Requisition for this required On-Line Food Safety Course to be reviewed by CDS Management.**

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 continue to satisfy the Incident Reporting Process according to CDS Policy and Procedures.**
    Outcome, Actions, Timeframe: **Staff must document the Incidents on the proper forms. Staff must document in a manner that is professional, legible and factual. In addition, staff must record these Incidents in the IYP-C Program Log Book for that shift. Completed Unusual Event Reports and CCC Incident Reports must be place in the box (on the door) of the Residential Supervisor to be reviewed.**

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. <u>Counseling and Programming Issues</u>
1. *Sub-topic:*
   Discussion:
   Outcome, Actions, Timeframe:

VII. Other Business:
1. *Sub-topic:* **Leave Request**
   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. Staff must find proper shift coverage for the shift(s) you are requesting off. The approval of your Leave Request will require the signature/date on your Leave Request from a Supervisor. The Supervisor will scan your approved Leave Request to you and the staff(s) that will be providing coverage for your shift(s).**

Respectfully submitted by:

Zeke Whitter   June 2, 2025