

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **April 24, 2025**

Time: **4pm-6pm**

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

Date of Next Meeting: **May 8, 2025**

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

Absent: **Gretchen Strickland, Tameka Rollins and Christina Vinson**

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: Food4Kids Project

Discussion: **Lyanne Lopez CDS SNAP Supervisor provided information concerning the Food4Kids Project**

Outcome, Actions, Timeframe: **Lyanne thanked IYP-C for participating in the Food4Kids Project.**

Sub-topic: Paylocity Process

Discussion: **Ashley Strain the CDS Fiscal / Payroll Assistant conducted a training on the Paylocity Process.**

Outcome, Actions, Timeframe: **This training provided IYP-C staff with documented information on the steps for IYP-C staff to completed in order to submit their work hours electronically on the Paylocity Kiosk. IYP-C will focus on implementing this Paylocity Process by or before June 8, 2025.**

3. Sub-topic: New Search Policy

Discussion: **Naomi Thompson Residential Counselor provided staff with information regarding the CDS / IYP-C Search Policy.**

Outcome, Actions, Timeframe: **Naomi provided staff with the CDS Search Policy. This review of the New Search Policy was implemented by the Florida Network. The focus of this Search Policy relates to all forms of contrabands, especially Vap items. In addition, the Search Policy must be conducted inside and outside the surrounding areas of the facility.**

C. Regulatory Issues

1. *Sub-topic:*

Discussion: No discussion

Outcome, Actions, Timeframe:

D. Human Resource Issues (Staffing and Training)

1. *Sub-topic:*

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:* **Safe Service Friendly Environment**

Discussion: **Staff must continue to work as team in order to maintain the overall positive appearance of the facility.**

Outcome, Actions, and Timeframe: **This safety service expectation will be facilitated by the IYP-C Management Team. This ongoing safety practice will ensure the safety and well being of our participants, staff and guest.**

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:* **Unusual Incident Reporting**

Discussion: **Continue completing Unusual Incident Reports in a timely manner.**

Outcome, Actions, Timeframe: **Staff must continue completing and submitting Unusual Incident Reports in a timely manner to Supervisors. Informing a Supervisor on an Unusual Incident must be followed up by that staff completing and submitting that Unusual Incident Report to a Supervisor. In addition, staff must document the Unusual Incident in the Program Log Book for that shift.**

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:

Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

1. *Sub-topic:*

Discussion: No discussion

Outcome, Actions, Timeframe:

VII. Other Business:

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

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

Outcome, Actions, Timeframe: **Staff must focus on completing and submitting your leave request at least two (2) weeks prior to the day(s) you are requesting off. Youth Care Workers must indicate on their Leave Request who will be covering their requested shift /day(s) off. Your Leave Request must be approved by a Supervisor.**

Respectfully submitted by:

Zeke Whitter

June 17, 2025