

# Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

---

Meeting: **Interface Youth Program Central**

Date: **May 8, 2025**

Time: **4pm-5pm**

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

Date of Next Meeting: **May 22, 2025**

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

Absent: **Gretchen Strickland, Jacovy Smith 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: New Chevy Tahoe***

*Discussion:* **Authorize / Approve Drivers will use the New IYP-C Chevy Tahoe**

*Outcome, Actions, Timeframe:* **Limited participant transport will occur with the New Chevy Tahoe. The approval of Zeke and or Brian is required to use the Chevy Tahoe to transport participants. In addition, the New Chevy Tahoe will be used by Authorize Drivers to travel to local Outreach Events, CDS activities and Florida Network out of town Events.**

*Sub-topic:* **Family Night Event**

*Discussion:* **Staff and participants will attend the Family Night Event on Thursday March 8, 2025 from 6pm to 8:30pm at Mebane Middle School.**

*Outcome, Actions, Timeframe:* **Senior YCW Kevin Lee, YCW William Harmon and YCW Bonita Barkley will transport all IYP-C participants in the IYP-C Vans to the Family Night Event at Mebane Middle School. The Event will feature a variety of local community and school leaders providing information to the adult and youth attendees on self care, substance abuse prevention, the importance of satisfying educational goals and strategies for making positive life choices. In addition, the youth attendees will have opportunity to win prizes. Food and drinks will be provided to everyone.**

### **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:* **Front Entrance Door of the Facility**

*Discussion:* **Staff must ensure the front door of the facility is closed completely when entering and or leaving the facility.**

*Outcome, Actions, and Timeframe:* **This safety service expectation must be satisfied by all staff when guest enter and or exit the facility through the front door. In addition, all staff must ensure all doors of facility are secure at all times.**

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:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

**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:**

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

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

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

*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(s) off. Your leave request must be approved by a Supervisor. Your approved leave request will be scanned to you and the staff that will be covering your requested shift(s) off.**

---

Respectfully submitted by:

---

**Zeke Whitter**

---

**June 17, 2025**

---