**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **June 12, 2025**

Time: **4pm-6pm**

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

Date of Next Meeting: **June 26, 2025**

Attendance: **Brian Smith, Naomi Thompson, Belinda Ross, Vince Lipford, Ken Welcome,**

 **Shaci Davis, Anita Jenkins-McCarter, Melissa Hodges, LaRose Manker,**

 **Jacovy Smith, Bonita Barkley, Travis Grigger, Joe Mattox and Tameka Rollins.**

Absent**: Gretchen Strickland, Kevin Lee, William Harmon, Christina Vinson and**

 **Zeke Whitter**

**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:*  **Paylocity Process**

 *Discussion:* **IYP-C will start the Paylocity process of submitting your work hours****on**

 **6/17/2025 by utilizing the Paylocity kiosk in the Control Room.**

 *Outcomes, Actions, Timeframes:* **Ashley Strain, the CDS Fiscal/Payroll Assistant will**

 **forward Zeke a link on 6/16/2025 with instructions on entering your**

 **Youth Care Worker hours in the Paylocity kiosk. Ashley will also provide**

 **instructions on the “Add Punch Process” which will allow the Youth Care**

 **Worker to enter their work hours from 6/8/2025 (beginning of the pay**

 **period) to 6/16/2025. The link for this process will be in the Paylocity**

 **Notebook (in the Control Room) and emailed to staff on 6/16/2025.**

 **Salaried employees will not have to use the Paylocity kiosk when they**

 **work 80 hours (this also includes Holidays). However, salaried employees**

 **will use the Paylocity kiosk when indicating time off (sick or vacation). Zeke**

 **will email staff their CDS Employee ID Number by or before 6/16/2025.**

 **Staff must continue to complete and submit your time sheet to Zeke**

 **and Brian as a backup. Please make a copy of your time sheet for your**

 **records. Your patience and cooperation is needed as we begin**

 **this new process.**

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **ServeSafe Food Handler Online Training**

 *Discussion:* **This training is required for those IYP-C staff that performs kitchen**

 **duties, prepares meals and serve food to our participants, staff and**

 **guest. This training is a requirement according to Avo Oymayan the**

 **Environmental Specialist with the Environmental Health Department.**

 *Outcome, Actions, Timeframe:*  **CDS approved eight (8) IYP-C staff to take the**

 **ServeSafe Food Handler Online Training. In addition, this training**

 **must be completed by or before 6/30/2025. Brian will select the eight (8)**

 **staff for the Online Training.**

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***:**

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

 B\_\_ Self-Inspection (Reports, analysis of trends, 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:*

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:*

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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:* **Maintaining the appearance of the New IYP-C Shelter**

 *Discussion*: **Staff must focus on maintaining the overall appearance of the facility.**

 *Outcome, Actions, Timeframe***: Staff must pay special attention regarding the tables**

**blue****beanbags and brown sofa chairs in the male and female living rooms**

 **during participant activities. Staff must remind the participants of the**

 **Programs expectations as it relates to our furniture. Staff should use the**

 **FACE System to encourage positive participant outcomes.**

Respectfully submitted by:

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| **Zeke Whitter** |  |  | **June 24, 2025** |

 Name Date