**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program Central**

Date: **June 22, 2023**

Time: **4pm-6pm**

Location: **1400 NW 29th Road, Gainesville, Florida 32605**

Date of Next Meeting: **July 27, 2023**

Attendance: **Zeke Whitter, Brian Smith, Naomi Thompson, Belinda Ross, Lyanne Lopez,**

 **Kevin Lee, Anita Jenkins-McCarter, Sheila Parker, Jacovy Smith,**

 **Vincent Lipford, Joe Mattox, Ken Welcome, Shaci Davis, Joy Budiman,**

 **Joann Rosario, William Harmon, Alayna Mills and Ariel Webb.**

Absent: **Angela Rowden, Preston White, Gretchen Strickland and Joy Budiman.**

**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:* **Update on the New IYP-C Shelter**

 *Discussion:* **The New IYP-C Shelter Construction is moving forward.**

 *Outcomes, Actions, Timeframes:* **The tentative completions date of the New IYP-C Shelter could be December 2023 to March 2024.**

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframes:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **CDS Pending Lis**t

 *Discussion:*  **Brian and Zeke will continue to contact staff regarding the CDS Pending List.**

 *Outcome, Actions, Timeframe:* **Brian will be contacting staff in order to schedule a date and time to complete their Probationary and or Annual Evaluations according to the CDS Pending List.**

*2.**Sub-topic:* **Youth Care Worker Training Requirements**

 *Discussion:* **Brian and Naomi discussed the urgent need for all staff to complete the required trainings in preparation for the upcoming on-site IYP-C Quality Improvement Compliance Monitoring Review for 2023 / 2024.**

 *Outcome, Actions, Timeframes:* **Brian reminded all staff that IYP-C must receive a rating of Satisfactory for all 2023 / 2024 Quality Improvement Indicators especially in the Training and Staffing Indicators. In addition, staff must satisfy the Training requirements for DCF according to Brian.**

*3.**Sub-topic:*

 *Discussion:* No discussion

*Outcome, Actions, Timeframes:*

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***: Safety Inspections**

 *Discussion:*  **Staff must continue to maintain a safe service friendly environment and staff must report any unsafe concerns immediately to Brian, Zeke or Joe.**

 *Outcome, Actions, and Timeframe:* **Brian discussed the importance of maintaining Satisfactory Inspection Reports, which will be required for the upcoming Quality Improvement Compliance Monitoring Review and the DCF Review for Fiscal Year 2023 /2024.**

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 Event Reports**

 *Discussion:* **Staff must continue to complete Unusual Event Reports in order to satisfy Program safety issues and participant behavioral actions***.*

 *Outcome, Actions, Timeframe:* **Unusual Event Reports must be completed in a timely manner. These reports must be legible and meaningful according to Brian. These Unusual Event Reports will be reviewed for completeness with feedback according to Brian. These reports will be submitted ti CDS COO Cindy Starling.**

# III. Quality Improvement

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

*1. Sub-topic:* **IYP-C Quality Improvement Compliance Monitoring Review.**

 *Discussion:* **The IYP-C on site Quality Improvement Compliance Monitoring Review occurred at 9am on May 31, 2023 to June 1, 2023 by FOREFRONT.**

 *Outcome, Actions, Timeframe:* **IYP-C will receive the results** **of the on-site Quality Improvement Compliance Monitoring Review in the near future according to Brian.**

**2***. Sub-topic:*

 *Discussion***:**No discussion

 *Outcome, Actions, Timeframes***:**

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:* **The 2023 IYP-C Summer A Enrichment Program**

 *Discussion:* **The 2023 IYP-C Summer A Enrichment Program began on June 4, 2023 and will end on June 28, 2023 according to Brian.**

 *Outcome, Actions, Timeframe:* **Our participants have been enjoying a variety of cultural outings, leisure outings and on site presentations. In addition, the participants have been participating in a variety of arts and crafts including several Life Skill activities according to Brian.**

Respectfully submitted by:

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| **Zeke Whitter** |  |  | **Sept. 11, 2023** |

 Name Date