

Meeting Minutes
CDS Family & Behavioral Health Services, Inc.

Meeting: **Interface Youth Program**

Date: **April 25, 2024**

Time: **4p- 6p**

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

Date of Next Meeting: **April 25, 2024**

Attendance: **Brian Smith, Naomi Thompson, Kevin Lee, Vince Lipford, Anita Jenkins
McCarter, William Harmon, Joe Mattox, Melissa
Stephens, Jacovy Smith, Kenneth Harden, Kenneth Welcome, Belinda Ross,
Alayna Mills, Christina Vinson, Ziera Owens**

Absent: **Angela Rowden, Gretchen Strickland, Zeke Whitter**

I. Business Operations:

A. Monthly Budget (Revenue and Expenses)

1. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

B. Marketing and Business Development

1. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

C. Regulatory Issues

1. *Sub-topic:*

Discussion: No discussion

Outcome, Actions, Timeframe:

D. Human Resource Issues (Staffing and Training)

1. *Sub-topic:* **CDS/ IYP-C Pending List**

Discussion: **Brian and Kevin will continue contacting staff in order to provide the required documentation to the Human Resource Manager pertaining to the completion of the IYP-C Pending List.**

Outcome, Actions, Timeframe: **The IYP-C Pending List must be completed in a timely fashion.**

E. Annual Budget Planning and Process

1. *Sub-topic:*

Discussion: No discussion

Outcome, Actions, Timeframe:

II. Health and Safety: Program/Regional Directors

A. External Inspections

1. *Sub-topic:* **Safety Inspections**

Discussion: **Staff must focus on maintaining a clean, safe facility at all times. This also includes the outside areas of the shelter.**

Outcome, Actions, Timeframe: **Staff will be expected to participate in maintaining the cleanliness of the building in addition to daily chores completed by the participants.**

Staff will be expected to complete Unusual Event Reports regarding any safety issues related to the facility.

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 and CCC Incident Reports**

Discussion: **Staff must focus on completing all Unusual Event Reports and CCC Incident Reports accurately and submitting them in a timely Fashion.**

Outcome, Actions, Timeframe: **Brian, Kevin, or Naomi can provide verbal and or written instruction to any staff needing assistance on the completion of the Unusual Event and/or the CCC Incident Reporting process. In addition, these reports need to be reviewed by Brian and will also be reviewed by Cindy. The CCC reports will be submitted to DJJ.**

III. Quality Improvement

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

1. *Sub-topic:* **2023/2024 CARF**

Discussion: **CARF Audit will occur on May 8 – May 10, 2024**

Outcome, Actions, Timeframe: **Staff should wear badges while onsite during the audit.**

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. Counseling and Programming Issues

1. *Sub-topic:*
Discussion: No discussion
Outcome, Actions, Timeframe:

VII. Other Business:

1. *Sub-topic:* **Leave Request**
Discussion: **Staff must complete the required Leave Request when requesting time off.**
Outcome, Actions, Timeframe: **Staff must complete their Leave Request at least two (2) weeks before the day (s) requesting off. Leave Request must be scanned to Brian. Staff should contact Brian if they have not received a response to the leave request within 48 hours of the submission.**

Respectfully submitted by:

Naomi Thompson
Name

05.07.2024
Date