

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Interface Youth Program Central

Date: July 10, 2025

Time: 4pm-6pm

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

Date of Next Meeting: July 24, 2025

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

Absent: Gretchen Strickland,

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: Please continue to enter your work hours via the Paylocity kiosk in the Control Room.

Outcome, Actions, Timeframe: Encouraging all Youth Care Workers to continue submitting your paper time sheet to Brian as a back up to this process. Salaried staff are not required to submit a paper time sheet.

2. Sub-topic: Day of Celebrating Together Event

Discussion: Interface Youth Program Central hosted the Day of Celebrating Together Event on July 4, 2025 from 10:30am to 3pm for the participants from IYP-NW and IYP-East.

Outcome, Actions, Timeframe: All the participants enjoyed a day of fun-filled leisure activities such a sack race, water balloon toss, tug a war, ping pong tournament, musical chairs and Simon Says. All the participants received an award and a delicious lunch of hamburgers (with all the extras) crinkle fries, watermelon slices and soft drinks. This Day of Celebrating Together Event was supervised by the dedicated staff from IYP-C, IYP-NW and IYP-East.

C. Regulatory Issues

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

D. Human Resource Issues (Staffing and Training)

1. Sub-topic: Preserving Cultural Connection in Children Training

Discussion: Naomi will conduct this Preserving Cultural Connection in Children Training. This training will produce the best Program and participant management possible as it relates to enhancing service delivery.

Outcome, Actions, Timeframe: This Training is a DCF requirement.

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: Health Inspection

Discussion: IYP-C must be pro active as it relates to the next Health Inspection

Outcome, Actions, and Timeframe: Staff must continue to focus on maintaining a safe environment. Staff must continue to encourage and reward our participants for completing their chores. Staff must continue to work as a “team” in order to maintain the cleanliness of the Shelter

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

Dec. 8, 2025