**Meeting Minutes Training Tool**

CDS Family & Behavioral Health Services, Inc.

Meeting: The items noted below are by no means considered to be all inclusive of items to be considered as topics for the agenda headers, but rather represent examples of content appropriate for the subject. Minutes from the EMT relevant to the entire agency and/or specific program should be discussed and documented in individual program minutes as well. If an item is coming from EMT use the same agenda header as used at EMT. At times managers will want to address topics that might be appropriately placed under more than one agenda header. Pick one. Just try to remain consistent. You should also consider building your agenda as things occur to you. By keeping a Meeting Minutes prototype in your computer Documents section, you can simply add to it throughout the month. On some topics, you can also record what you want to say on the Meeting Minutes prototype in advance. By doing so, you are less likely to miss topics you want to discuss and record the points you want to be sure to make.

Date:

Time:

Location:

Date of Next Meeting:

Attendance:

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

 *Discussion:*  No discussion Review of monthly budget issues food, overtime, supplies, travel etc.

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:*

 *Discussion:*  No discussion National and local promotions that we are involved in; Things we are doing to increase business and traffic to our organization, announcing new Board members, updates on infrastructure projects

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*  No discussion How ensure compliance with rules governing our programs; 65D-30; CINS/FINS, DCF, DJJ

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:*

 *Discussion:*  No discussion Hiring, coverage, overtime, achieving training requirements

 *Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*  No discussion Participation in building the budget and review

 *Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:*

 *Discussion:*  No discussion Fire and Health Inspections

 *Outcome, Actions, Timeframe:*

B. Self-Inspections (Reports, analysis, and recommendations)

*1. Sub-topic:*

 *Discussion:*  No discussion Our safety drills, our building inspection logs; our vehicle logs; our compliance with vehicle maintenance and what should be in the vehicles

 *Outcome, Actions, Timeframe:*

C. Incident Reports (Reports, analysis of trends, recommendations)

*1. Sub-topic:*

 *Discussion:*  No discussion Review of significant events

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:*

 *Discussion:*  No discussion Peer review planning and results, unique and common problems, consideration of input from outside and other internal audits

 *Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *Discussion:*  No discussion Review of progress toward performance measures goals required by contractors as well as other internal outcomes such as productivity expectations

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

 *Discussion:*  No discussion What is required of us by CARF, 65D-30; CINS/FINS, DCF, DJJ and other Grantors

 *Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:*

 *Discussion:*  No discussion Updates related to our policies, procedures, and forms

 *Outcome, Actions, Timeframe:*

E. Participant Complaint and Grievance (specific and quarterly review of trends)

*1. Sub-topic:*

 *Discussion:*  No discussion Recommendations related to trends identified

 *Outcome, Actions, Timeframe:*

F. Planning Documents (reports, status of goals and objectives, reformulation)

*1. Sub-topic:* Strategic Plan

 *Discussion:*  No discussion Program input regarding the development of the agency plan and associated updates. Share the Plan/Updates in program staff minutes. Share any source documents as applicable

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* Accessibility Plan

 *Discussion:*  No discussion Program input regarding the development of the agency plan and associated updates. Share the Plan/Updates in program staff minutes. Share any source documents as applicable

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:* Cultural Competence Plan

 *Discussion:*  No discussion Program input regarding the development of the agency plan and associated updates. Share the Plan/Updates in program staff minutes. Share any source documents as applicable

 *Outcome, Actions, Timeframe:*

*4. Sub-topic:* Input Plan

 *Discussion:*  No discussion Employee Survey, Business Partner Survey, Community Partner Survey, Participant satisfaction results and recommendations

 *Outcome, Actions, Timeframe:*

*5. Sub-topic:* Community Relations plan

 *Discussion:*  No discussion This is our Outreach Plan. Planning for targeted outreach promotional events, Annual Meeting, fundraisers etc.

#  *Outcome, Actions, Timeframe:*

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:*

 *Discussion:*  No discussion Review elements of this Plan regularly and document in minutes. Inform staff of updates. Share any source documents as applicable

 *Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

*1. Sub-topic:*

 *Discussion:*  No discussion Issues that come from or are related to staff/volunteers/interns, move issues up the chain of command, provide feedback as applicable

 *Outcome, Actions, Timeframe:*

C. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:*

 *Discussion:*  No discussion Preparation activities for audits and investigations

 *Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:*

 *Discussion:*  No discussion make Inform users of technology upgrades and changes and provide training accordingly emphasizing security protections and proper utilization. Share the Plan and updates

 *Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:*  No discussion Input from nurses and others, review medical and medication events, policy updates

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:*

 *Discussion:*  No discussion Counseling concerns experienced by staff, training implications, Program adjustments to encourage participation and successful outcomes

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*

 *Discussion:*  No discussion For items that do not appear to fit under any of the other agenda headers

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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 Name Date

Preparing Minutes for the Intranet

sm=staff minutes: program initials; date month 2 digits, day 2 digits, year 2 digits; format .docx

If the minutes were done on January 2, 2023 they would be recorded as follows:

Board Minutes smbd010223.docx

CASF Minutes smcasf010223.docx

EMT Minutes smemt010223.docx

CINS/FINS Minutes smcinfin010223.docx

Interface NW smiypnw010223.docx

Interface East smiype010223.docx

Interface Central smiypc010223.docx

F.A. Central smdfcfa010223.docx

SNAP smdfcfasnap010223.docx

Independent Living smil010223.docx

Prevention Services smprev010223.docx

Project Success smprevsc010223.docx

To Good For Drugs smprevtgfd010223.docx