**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: January 18, 2023

Time: 10:30 am

Location: Bivens Conference

Date of Next Meeting: February 15, 2023

Attendance: Alex, Brian, Carlos, Cindy, Evelitza, Sabriena, Stephanie D., Zeke,

Absent: Jessica

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Monthly Directors’ YCW payroll budget-new format.**

*Discussion:* James completed a new format which makes it clear as to total amount of payroll budget. Discussed the need for Directors to pay close attention to overtime.

*Outcome, Actions, Timeframe:* **Please remember to submit a written response when overtime will exceed 15 hours per week.**

B. Marketing and Business Development

*1. Sub-topic:* **WUFT video**

*Discussion:* Recording of video is scheduled for January 27th at 9:00 am. Any youth/families identified?

*Outcome, Actions, Timeframe:* **Directors please be at Bivens at 9 am for interview.**

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Training**

*Discussion:* We have some YCW who are not following directives to complete training. Possible solutions were discussed

*Outcome, Actions, Timeframe:* **Have individual meeting with each staff to inquire as to barriers. Create a plan to complete all required training topics and monitor for compliance.**

E. Annual Budget Planning and Process

*1. Sub-topic:* **Review of Directors budget.**

*Discussion:* Please ensure that you are at or below 50% of your budgeted expenditures for FY 22-23

*Outcome, Actions, Timeframe:* **Directors to monitor expenditures closely and to stay well within your budgets.**

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:* Program Safety Issues Update

*Discussion:* Discussion regarding aggressive youth and any recent safety concerns. Discussed opportunities to increase safety practices.

*Outcome, Actions, Timeframe:* Directors will schedule safety/Active Shooter training sessions with local law enforcement. Please let Cindy know when the training are scheduled.

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-Trends- 2nd Quarter Review**

*Discussion:* The team discussed recent trends of maintenance repairs, and bed scanner issues. On a very positive note our runaway UER/reports have decreased during Q2. Also grievances are lower than Q1 with only 2 grievances during Q2

*Outcome, Actions, Timeframe:* **Submit all UER to COO in a timely manner and make sure supervisors are signing all UER’s.**

# III. Quality Improvement

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

*1. Sub-topic:* **Peer Review-2nd Quarter Report**

*Discussion:* Peer review reports which are listed by individual counselor were provided to Director.The 2nd quarter peer reviews are much improved from Q1. We now how more counselors and reports seem more accurate and consistent across all measures.

*Outcome, Actions, Timeframe:* **Please remember to submit Q3 peer reviews by 4/15/23.**

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:* **Grievance Review-Quarterly Report (see C.1. UER reports)**

*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/Volunteer and Youth Participation** Plan

*Discussion:* Provide participation plans for CINS team to review for additions/corrections

*Outcome, Actions, Timeframe:* **Please return to Cindy with updates by 2/15/23.**

*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:* **CINS performance packet/FL Network Reports/ Q2 CDS Summary Report/Liz**

*Discussion:* FL Network report overall performance FY to date 100%. We have met 13 of 13 standards. Liz reviewed Q2 CDS CINS/FINS Summary report. Earned 53% of non-res contract and 51% of res contract as of 1/9/23. On target in all areas.

*Outcome, Actions, Timeframe:* **Great job, please keep up the good work.**

B. Employee Concerns or Complaints

*1. Sub-topic:* **None Reported**

*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:* **IT Plan for internal operations of shelter video surveillance systems and maintenance/repair.**

*Discussion:* Zach has Central shelter scheduled first, East 2nd and NW 3rd for review.

*Outcome, Actions, Timeframe:* **Please let Cindy know status as reviews are completed. Get with Zach for specific dates/times.**

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **Florida Network RN training**

*Discussion:* Has the training occurred? Directors report that it has been rescheduled twice by the Network.

*Outcome, Actions, Timeframe:* **Please be on the lookout for notice of training via email.**

B. Counseling and Programming Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Cindy Starling |  | 1/19/23 |

Name Date