**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: 3/15/23

Time: 11:00 am

Location: Bivens

Date of Next Meeting: 4/19/23

Attendance: Alex, Brian, Cindy, Jessica, Sabriena, Zeke,

Absent: Evelitza and Stephanie D.

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Director’s Budget/Deficit Reduction**

*Discussion:* Ideas for further reductions food, overtime, supplies, travel, etc.

James and Tammy will have different ideas on ways to present the budget where the directors will have a bit more control over it.

*Outcome, Actions, Timeframe:* **Please keep a close watch on all expenditures and overtime.**

B. Marketing and Business Development

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:* **Central QI Review**

*Discussion:* QI review scheduled for March 29th and 30th for Gainesville. All staff offered reminders for upcoming review.

*Outcome, Actions, Timeframe:* **Shelter, Community Counseling, and SNAP directors/supervisors will begin immediate preparations.**

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **DCF training requirements**

*Discussion:* At re-licensure; DCF wanted all employees’ trainings to be logged by individual anniversary date and requested certificates for all trainings. No other major issues identified.

*Outcome, Actions, Timeframe:* **Cindy has requested DCF to accept yearly training records logged by fiscal year opposed to individual anniversary dates.**

E. Annual Budget Planning and Process

*1. Sub-topic:* **FY 23-24 Budget planning/recommendations**

*Discussion:* Phil, Cindy, and Tammy will soon be working on FY 22-23 budgets.

*Outcome, Actions, Timeframe:* **Please review current budgets carefully and provide needed changes/ suggestions via email.**

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:* **Fire and Health Inspection**

*Discussion:* Water heater needs to be adjusted at Central and NW shelters per DCF.

*Outcome, Actions, Timeframe:* **Central water heater has been adjusted. Sabriena will get with Walter today to have hot water heater set to no greater than 120 degrees.**

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

*1. Sub-topic:* **Vehicle Maintenance**

*Discussion:* Please remind staff to complete vehicle inspections for preventive maintenance.

*Outcome, Actions, Timeframe:* **Directors will add to their staff meeting agendas by April 30th**.

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

*1. Sub-topic:* **Trends**

*Discussion:* All three shelter have recently had issues with the camera systems. Reminder to address in a timely manner and document. Zach is continuing to monitor and resolve issues as reported. He reports any issues are backed up and he has access to retrieve all video.

*Outcome, Actions, Timeframe:* **Cindy to remind IT/Zach of the ongoing concerns.**

# III. Quality Improvement

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

*1. Sub-topic:* **Peer Reviews**

*Discussion:* Due for quarter 3

*Outcome, Actions, Timeframe:* **Please submit to Data by 4/5/23**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Productivity status/Performance Measures**

*Discussion:* Review of Netmis Report Card another 100% Bed days at 98%

*Outcome, Actions, Timeframe:* **Great Job everyone, please keep up the great work not only in performance but with quality services to youth!**

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:* **Policy and Forms Updates**

*Discussion:* Provided copies to all (see intranet).

*Outcome, Actions, Timeframe:* **Please advise all staff to print forms from intranet only. Do not make up new forms.**

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

*1. Sub-topic:* **Px.****Grievances**

*Discussion:* Remember to check grievance box daily and document it in log book. Discussed feelings log/gripe box. DCF requested Palatka place another grievance box in shelter (boys’ day room).

*Outcome, Actions, Timeframe:* **Alex to get an additional grievance locked box.**

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:* **QI Reviews**

*Discussion:* Central review is scheduled for March 29th and 30th. Program summaries due Monday. Discussed important topics and reminders for QI visit.

*Outcome, Actions, Timeframe:* **Central team are preparing for the annual QI visit.**

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **Be vigilant and report suspicious emails***.*

*Discussion:* Use phishing button on all suspicious emails.

*Outcome, Actions, Timeframe:* **Ongoing**

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **Medication error training**

*Discussion:* Discussed oversight and back up options for med error training (Brian).

*Outcome, Actions, Timeframe:* **Alex will be having an on-site med error training by the Florida Network staff on March 24th.**

B. Counseling and Programming Issues

*1. Sub-topic:* **SNAP**

*Discussion:* SNAP FL Network Training April 13th and 14th virtual and April 18-20th in the Bivens conference room. CDS to host the in person training.

*Outcome, Actions, Timeframe:* **Evelitza and Leigh reported earlier in EMT meeting that they are interviewing for new facilitators and hoping to have several background screened and hired in time for the upcoming training in April.**

*2. Sub-topic:* **Summer Enrichment Program Ideas**

*Discussion:* Zeke provided handout for Central plans.

*Outcome, Actions, Timeframe:* **Directors plan to have flyers completed by April 10th to be distributed during April and May in the school/communities**

*3. Sub-topic:*

*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 |  | 3/15/2023 |

Name Date