**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: September 21, 2022

Time: 10:30 am

Location: Bivens and (Zoom)

Date of Next Meeting: October 18, 2022

Attendance: Alex, Sabriena, Zeke, Jessica, Stephanie D., Evelitza, Cindy.

Carlos and Bryan via Zoom.

Absent: None

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Directors monthly budgets contact fiscal for changes needed**

 *Discussion:*  Please monitor closely to ensure you stay well within your budget. Advise Diana if changes are needed. Also Basic Center Grant funds will be added to Central and East budgets within next month or two.

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

B. Marketing and Business Development

*1. Sub-topic:* **Thank you to all who have worked on Re-Branding, Upcoming Events**

 *Discussion:*  Annual Meeting/wear green

 *Outcome, Actions, Timeframe:* **November 17th 12:00 pm Sweetwater Branch Inn**

C. Regulatory Issues

*1. Sub-topic:* **AnnualFinancial Audit in progress.**

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:* **No significant issues thus far with program files.**

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Staffing and Training Updates (DCF training issues)**

 *Discussion:*  NW fully staffed.

 *Outcome, Actions, Timeframe:* **NW staffing adequate, Central and East need to hire more YCW’s and Central still advertising for a RN.**

E. Annual Budget Planning and Process

*1. Sub-topic:* **Annual Budget**

 *Discussion:* All managers have received their annual budgets. Managers are requesting definitions of categories.

 *Outcome, Actions, Timeframe:* **All program managers will monitor on a monthly basis and stay below or within budget in all categories.**

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

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

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

 *Discussion:* Please complete routine maintenance inspections. We need to properly maintain our equipment and catch potential issues before they become problematic and/or expensive repairs.

 *Outcome, Actions, Timeframe:* **Shelters managers be sure to complete weekly walk-through inspections and address deficiencies in a timely manner and document.**

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

*1. Sub-topic:* **Water damage at IYP-Central, East plumbing**

 *Discussion:*  Remediation in progress. All three shelter have had plumbing overflow this year. Alex saved money by getting a second estimate. Roto-Rooter was extremely high. We can’t always just go with our first quote for convenience, we need to consider costs as well.

 *Outcome, Actions, Timeframe:* **Please be mindful of items available for use in bathrooms. Plumber recommends no wet wipes such as Cottonelle. Be mindful of participants who may intentionally attempt to clog drains/toilets. Minimize items in bathrooms such as wash clothes, hand towels, toilet tissue when needed.**

# III. Quality Improvement

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

*1. Sub-topic:* **Standardizing Material to include in the Residential and Non-residential file**

 *Discussion:* Non-residential file complete; continued work on Residential file

 *Outcome, Actions, Timeframe:* **Please continue to look on intranet for needed changes, or updates. Also, do not allow staff to create new forms and begin using new forms without bringing it to staff meetings for discussion.**

*2.* *Sub-topic:* **QI****Peer Reviewers/ Preparing for QI**

 *Discussion:* Reminder two reviewers required in each program.

 *Outcome, Actions, Timeframe:* **Cindy, Alex, Sabriena, Carlos, Naomi and Belinda currently Peer Reviewers. East to ask LaToya.**

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:* Non Residential Forms

 *Discussion: Have been completed and are on the intranet.*

*Outcome, Actions, Timeframe:* **Please ensure community counselors are getting all forms from the intranet.**

*2. Sub-topic:* **F-PR 1348 Biographical Addendum (Optional)**

 *Discussion:* The form may be used by counselors to provide additional information to the Nirvana assessment.

 *Outcome, Actions, Timeframe:* **The form has been added to residential also.**

 *3. Sub-topic:* **P-1247 Suicide Assessment SNAP, Res and Non-Res returning to prior assessment tool and procedures.**

 *Discussion: The* Florida Network reversed their decision to implement the Columbia

 *(*C-SSRS) tool.

 *Outcome, Actions, Timeframe:* **Meeting with Sam today to discuss returning all prior assessment tools, forms, and procedure to prior suicide P&P.**

 *4. Sub-topic:* **Policy and Form Changes**

 *Discussion:* Many, many forms and policies have changed recently and in the past year including forms that are on letterhead.

 *Outcome, Actions, Timeframe:* **Please discard old forms and rely on the Intranet. Please note if form is on letterhead and SNAP isn’t the last program on the form, it is old letterhead. Please let Sam know and cc Cindy if you find old forms on intranet.**

*5. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* Strategic Plan **Productivity plan**

 *Discussion:* Programs are doing an excellent job. Thank you! Your efforts are being very much noticed by the Florida Network!!

 *Outcome, Actions, Timeframe:* **We received a 100% on the Network Report Card for July and August. Keep up the good work! We will have to catch up some due to Central shelter closed during flooding repairs.**

*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:* **DRAFT Parental/Guardian Rights Clarification Form**

 *Discussion:* The form has been added to the Intranet

 *Outcome, Actions, Timeframe:* **Begins utilizing new the new form.**

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:* **Monthly Data Report Review**

 *Discussion: Florida Network Report Card*

 *Outcome, Actions, Timeframe:* **We need to over earn when possible due to traditionally low months such as December and for unforeseen issues such as in Central Aug-Sept.**

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **Nursing status vs. medication errors.**

 *Discussion:* NW has one 20 hour RN, East has one 20 hour RN, East’s new RN is conducting training with all staff to assist in reduction of medication errors.

 *Outcome, Actions, Timeframe:* Central is still advertising for an RN.

B. Counseling and Programming Issues

*1. Sub-topic:* **Suicide Procedures-status update, Form update**

 *Discussion:* Sam will work on getting our old suicide procedures forms back on the Intranet

 *Outcome, Actions, Timeframe:* **Please return to our (prior) suicide policy and procedures due to the Florida Network canceling the change which was to be effective 7/1/22. We will no longer use the Columbia model that was presented by Florida Network.**

**VII. Other Business:**

*1. Sub-topic:* **Pending Lists**

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:* **Please review and submit needed items to HR.**

Respectfully submitted by:

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| Cynthia Starling |  | September 21, 2022 |

 Name Date