**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: October 30th 2023 Staff Meeting

Date: 10/30/23

Time: 12:00 pm

Location: FAC/Bivens

Date of Next Meeting: November 13th, 2023 @ 2pm

Attendance: Wendy Mandell, Gabriella Yepes Melissa Rider, Olivia Hollier, Erin Andres, Jessica Bechtold, Shadrekah Muhammad

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

 *Discussion:*.

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **Outreach**

 *Discussion:* FA team provided outreach to the School Board, Bat Fest, Central Fl. Charter school, Gainesville Community Christian Academy. Please enter ALL outreach into NetMis and accompany entry with paper form in binder up front.

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

2. *Sub-topic:* **School Groups**

 *Discussion:*  Cycle 2 intakes should take place within the next few weeks. Potential groups to be also scheduled with Ft. Clark.

 *Outcome, Actions, Timeframe:* **Completed**

C. Regulatory Issues

*1. Sub-topic:*  **Supervision**

 *Discussion:* Scheduled supervision with each counselor for the month of November.

 *Outcome, Actions, Timeframe:* **Completed**

*2. Sub-topic:*  **New Forms**

 *Discussion:*  Please see Sam Clark email updates

 *Outcome, Actions, Timeframe:* **Completed**

*3. Sub-topic:*  **CARF**

 *Discussion:*  Distributed packets containing stages of change, theories and discussed company’s mission in preparation for upcoming audit.

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

*4. Sub-topic:*  Point of contact

 *Discussion:* Discussed multiple points of contacts when I am out of the office.

 *Outcome, Actions, Timeframe:* **Pending**

D. Human Resource Issues (Staffing and Training)

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

 *Discussion:* Continue to maintain awareness of training due dates and begin training for new fiscal year. Discussed newer trainings on the Fl. Network policy and procedure manual and will continue to update as things change.

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

*2. Sub-topic:* **Timesheets and schedules**

 *Discussion:* Please ensure timesheets and schedules are accurate including lunch breaks.

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

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

**II. Health and Safety: Program/Regional Directors**

A. External Inspections

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*  **Building inspections and Drills**

 *Discussion*: Safety Drill completed for the month of October. On Oct 24th the Bivens building received a building inspection where small items were identified as needing correction. Will schedule next inspection when corrections have been made within the month.

 *Outcome, Actions, Timeframe:*  **Pending**

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:* **Peer review /Training file review**

 *Discussion:*  Peer review scheduled for November 13th, training file review scheduled in December.

 *Outcome, Actions, Timeframe:* **Jess to get Melissa CPR/ 1st AID once PO returns.**

*2. Sub-topic:* **Productivity**

 *Discussion:*  Discussed productivity, limitations and new plans that may help mitigate low numbers. In addition, our new Counselor/ Case manager is now taking on intakes, which we presume will help quite a bit.

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

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: **Policy and Procedure Updates and/or Review for Your Information from CINS/FINS Meeting:**

**Business Operations:**

A. Programmatic

*1. Sub-topic:* **Deliverables**

 *Discussion:* Handout- Florida Network Report Card FY 23-24 July through September. We are about where we were at last year. Discussed Columbia County; challenges with providing services particularly concerning school restrictions.

 *Outcome, Actions, Timeframe:* **Please strive to increase our bed utilization, SNAP deliverables and Community Counseling intakes.**

*2. Sub-topic:* **Annual Meeting**

 *Discussion:* Please confirm number of attendees

 *Outcome, Actions, Timeframe:* **All team members are expected to arrive at 11:00 for networking.**

*3. Sub-topic:* **Circuit 3 SNAP** **and IYP-Central Outreach**

 *Discussion:* Jessica discussed previous wrap around services and the ways in which to include it in the continuum of care. IYPC- Scheduled 7 intakes, all no shows. Consistent with other programs. Shelters need to maintain above 23 in order to catch up and maintain productivity. All programs discussed newer outreach options including SRO meetings.

 *Outcome, Actions, Timeframe:*

B. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Fiscal Department- Olga, Lisa, and Valarie**

 *Discussion:* Discussed list of concerns regarding response time, not receiving director’s budget in a while, gave examples of challenges. Go by last year’s budget in the meantime until Fiscal is able to transition from Sage to Quick books. Team requested balance for Credit cards, paying in house bills, and requested resolution for unpaid items.

 *Outcome, Actions, Timeframe:* **Team needs a review of any new procedures from Olga.**

*2. Sub-topic:* **Director Budgets**

 *Discussion:* Please use your 22-23 budget as a guide.

 *Outcome, Actions, Timeframe:* **Olga to distribute 23-24 ASAP.**

*3. Sub-topic:* **Charitable Contribution Receipts** (Cindy S-H)

 *Discussion:* Updated form attached and on the Intranet. Mandatory for cash and in-kind donations with a value of $250 or more; provide for lower amounts if requested. Accompany with ‘Thank You’ letter.

 *Outcome, Actions, Timeframe:* **Please ensure compliance with policy for charitable contributions.**

C. Marketing and Business Development

*1. Sub-topic:* **New Position Being Advertised soon.**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Outreach & Safe Place Specialists**

 *Discussion:*  Creating new position for Gainesville IYPC that will be supervised by Zeke and brian and Brian.

 *Outcome, Actions, Timeframe:* **Angie is currently advertising for BCG positions.**

D. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*  No discussion.

 *Outcome, Actions, Timeframe:* **N/A.**

*2.* *Subtopic:*

 *Discussion:*.

*Outcome, Actions, Timeframe:*

*3.* *Subtopic:*

 Discussion:

 *Outcome, Actions, Timeframe:*

E. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **HR update/Issues**

 *Discussion:* Please remember to submit your HR Law training log.

 *Outcome, Actions, Timeframe:* **Send to Angie by 10/27**

*2. Sub-topic:* **Training**/ Train the Trainer HT completed by Naomi and Belinda

 *Discussion:* Reminder to keep up-to-date on all trainings; Sabriena will be offering a Managing Aggressive Behavior training on 10/27/23. Naomi discussed DCF quarterly reviews and newer training expectations for human trafficking 101 and live course. MI for adolescent’s requirements beyond what we’ve completed in the past. Shelter has to do an EVB curriculum for human trafficking. Discussed “Born to Fly” free curriculum and ways in which to apply for the curriculum.

 *Outcome, Actions, Timeframe:* **Please let Sabriena know if you need to schedule new staff for MAB.**

*3. Sub-topic:* **DCF audit** (Cindy S-H)

 *Discussion:* Angie reports that the new licensure specialist was very adamant regarding our pending lists. Please ensure all items are up-to-date and everything complete and turned into Angie by February 2024. Angie provided current list.

 *Outcome, Actions, Timeframe:* **Please pay close attention to your pending list and submit items in a timely manner.**

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:* **Bivens Fire Inspection scheduled tomorrow 10/24/23**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Safety drills** (Jessica for Bivens)

 *Discussion:* Regularly conducted at Bivens. Please ensure drills current in shelters as well.

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

# III. Quality Improvement

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

*1. Sub-topic:* **CARF and QI**

 *Discussion:* Discussed reminders for shelter, community counseling program and SNAP.

 *Outcome, Actions, Timeframe:* **Begin reviewing critical areas and ensure all files are kept current.**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Shelter Tuesday Conference Calls**

 *Discussion:* Please resume every Tuesday at 10:00 am?

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **CARF and** **QI planning**

 *Discussion:* CARF application is due by 10/30/23 for our February or March survey.

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

D. Policy and Procedure/Forms Updates and/or Review (Cindy S-H)

*1. Sub-topic:* **Policy updates**

 *Discussion:* Handout for updated policies

 *Outcome, Actions, Timeframe:* **Review at staff meetings.**

# IV. Risk Management.

A. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:* **Medication Management**

 *Discussion:* Reminder that the Florida Network is on a Corrective Action Plan with DJJ

 *Outcome, Actions, Timeframe:* **Be prepared to complete a thorough review if any medication errors and possibly CCC reports with a Zoom Review with the Florida Network. Policy is currently still being revised.**

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **Scans**

 *Discussion:* Please do NOT sent a scan without a subject line: UER, CCC, Abuse Report

 *Outcome, Actions, Timeframe:* **Include subject line for search purposes effective immediately.**

**VI. Other Business:**

*1. Sub-topic:* **DJJ Restoring Hope Summit** October 30th through November 1, 2023.

 *Discussion:*  Cindy and Phil will be attending Invited to CAB training.

 *Outcome, Actions, Timeframe:* **Please contact me by text message or leave message on phone.**

*2. Sub-topic:* **CDS Annual Retreat**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **See y ’all at Belle Oaks Barn this Wednesday 9:00 am**

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# 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:*

 *Outcome, Actions, Timeframe:*

**2.** *Sub-topic:* **NetMis 3**

 *Discussion:* Enter Individual plan and 30 day review into NetMis if you have not done so already. Please also enter and file all Outreach.

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

**V. Information Technology**

A. Technology Plan

*1. Sub-topic:* **Voicemails**

 *Discussion:* Please set up voicemails to office phones. Jess contacted Zach about additional tech needs.

 *Outcome, Actions, Timeframe:* **Pending**

**VI. Clinical/Program**

A. Medical and Medication Issues

*1. Sub-topic:* **Vacation/Contact**

 *Discussion:* Discussed who to call when supervisor is out. For clinical; the team may call Sam and for Admin; Cindy.

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

*2. Sub-topic:* **Case Staffing and CINS petition training**

 *Discussion:* Training scheduled for 11/7 with Ed Wilton via zoom.

 *Outcome, Actions, Timeframe:* **Pending**

*3. Sub-topic:* **Motivational Interviewing Training**

 *Discussion:* Training scheduled for 11/14 and 15th in the big conference room.

 *Outcome, Actions, Timeframe:* **Pending**

B. Counseling and Programming Issues

*1. Subtopic:* **Satisfaction Surveys**

 *Discussion:*  Please obtain for both parent and child.

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

 **VII. Other Business:**

*1. Sub-topic:* **SARB, Truancy Court and Case Staffing schedules**

 *Discussion:*  Case Staffing is scheduled for December 14th at 10am.

 Truancy court is pending and SARB was held on October 24th 2023.

 *Outcome, Actions, Timeframe:* **Pending**

*2. Sub-topic:* **Chart room**

 *Discussion:* Admin requested that the team move/shift charts into another filing cabinet if file is full.

 *Outcome, Actions, Timeframe:* **Pending**

*3. Sub-topic:* **Light Bulb Pin**

 *Discussion:* Please wear pin beginning November 1st for National Runaway Month.

 *Outcome, Actions, Timeframe:* **Pending**

Respectfully submitted by:

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| --- | --- | --- |
| Jessica Bechtold  |  | 11/1/23 |

 Name Date