**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT

Date: September 20, 2023

Time: 9:00a

Location: Bivens and via Zoom

Date of Next Meeting: November 15, 2023, 9:00a

Attendance: Jessica Bechtold, Stephanie Douglas, Phil Kabler, Angie Lay,Cindy Starling-Hersey, Sarah Strohminger, Evelitza Soto.

Absent: Alex Culbreth, Leigh Kassem, Jonathan Lewis, Stephanie Sheppard, Liz Tschumy, Latisha Geiger, Brian Smith, Zeke Whitter, Sabriena Williams

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses) (Cindy S-H, Olga R)

*1. Sub-topic:* **DJJ Pay rate Increases to $19.00**

 *Discussion:* Mandatory Increases effective October 1, 2023. Please discuss performance strengths/weaknesses. Areas for improvements.

 *Outcome, Actions, Timeframe:* **Please complete PAF and send to HR.**

B. Marketing and Business Development (Sarah S, Phil K)

*1. Sub-topic:* **UF Campaign for Charities; November (Board) – Friendsgiving; Mi Apá Spirit Night fundraiser; Basic Center Grant notification pending.**

 *Discussion:* The Board is planning a fund raising event in November. This will be the first year for our Annual Board Meeting to have sponsors, MiApa Spirit Night 25% proceed go to CDS.

 *Outcome, Actions, Timeframe:* **Please encourage others to consider CDS as a designee for UF Campaign, Date to be announced for Spirit Night at Mi Apa restaurant.**

C. Regulatory Issues (Cindy S-H)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training) (Angie L)

*1. Sub-topic:* **HR update** (Angie L)

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Thank you for getting the PAF into HR in a timely manner**.

*2. Sub-topic:* **Training/CARF**(Cindy S-H)

 *Discussion:*  Please have all staff complete the required training specific to CARF.

 *Outcome, Actions, Timeframe:* **Due date November 15th.**

*3. Sub-topic:* **Overtime management/approval** (Cindy S-H)

 *Discussion:* Continue to monitor/manage.

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

E. Annual Budget Planning and Process (Olga R)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

A. External Inspections (Cindy S-H)

*1. Sub-topic:* **Bivens Fire Inspection Due**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Shadrekah please Fire Department to schedule walk-thru.**

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

*1. Sub-topic:* **Cleaning and maintenance of Building**

 *Discussion:*  On-going issues with Bivens cleaning

 *Outcome, Actions, Timeframe:* **Please keep all area clean and tidy. Empty trash daily.**

C. Incident Reports (Reports, analysis of trends, recommendations) (Cindy S-H)

*1. Sub-topic:* **Unusual Event Reports**

 *Discussion:*  Ongoing maintenance items at all locations.

 *Outcome, Actions, Timeframe:* **Complete as events occur.**

# III. Quality Improvement

A. File Audits and Case Record Review (reports and recommendations) (Cindy S-H)

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

 *Discussion:*  Please remember to complete 1st quarter peer reviews

 *Outcome, Actions, Timeframe:* **Please submit completed reports to Liz by October 15th.**

B. Outcome Management (status, reports, recommendations) (Cindy S-H)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements (Cindy S-H)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

E. Participant Complaint and Grievance (Cindy S-H)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

F. Planning Documents (reports, status of goals and objectives, reformulation) (Cindy S-H)

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

 *Discussion:*  Handouts to program, please discuss with your team.

 *Outcome, Actions, Timeframe:* **Please review and add, delete, correct as appropriate.**

*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 (Angie L, Cindy S-H)

 *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) (Cindy S-H)

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints (Cindy S-H)

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Potential regulatory audits and/or investigation of operations (Cindy S-H, Olga R)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan (Liz T)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues (Cindy S-H)

*1. Sub-topic:* **Review Medication Policy**

 *Discussion:*  The Florida Network’s medication policy is still pending review.

 *Outcome, Actions, Timeframe:* **Please log on to the Zoom call today regarding finalizing Florida Network Medication policy.**

B. Counseling and Programming Issues (Cindy S-H)

*1. Sub-topic:* **Holiday Season Programming**

 *Discussion:*  Please consider possible holiday enhanced programs.

 *Outcome, Actions, Timeframe:* **Submit your ideas at next CINS/FINS meeting.**

**VII. Other Business:** (Phil K)

*1. Sub-topic:* **11/10/23, 11:00 am-1:00 pm Annual Meeting/Annual Report**

 *Discussion:*  Meet and Greet at 11:00 am at the Fairfield Inn Suites

 *Outcome, Actions, Timeframe:* **Please submit all nominations.**

*2. Sub-topic:* **Florida Network of Youth and Family Services 2023Agency of the Year Award**

 *Discussion:*  Congratulation to Team CDS!

 *Outcome, Actions, Timeframe:* **Thank you and please keep up the great work!**

3. *Sub-topic:* **LSF Volunteers for Hurricane Relief**

 *Discussion:* More details to follow.

 *Outcome, Actions, Timeframe:* **Please advise Cindy if you would like to volunteer.**

Respectfully submitted by:

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| Cindy Starling-Hersey |  | 9/20/24 |

 Cindy Starling-Hersey Date