**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT

Date: November 15, 2023

Time: 9:00a

Location: Bivens

Date of Next Meeting: December 20, 2023, 9:00a

Attendance: Jessica Bechtold, Alex Culbreth, Phil Kabler, Angie Lay, Leigh Kassem, Brian Smith, Jr., Cindy Starling, Zeke Whitter, Sabriena Williams, Liz Tschumy

Absent: Olga Rivera, Jonathan Lewis, Stephanie Sheppard, Evelitza Soto,

**I. Business Operation** Olga River **s:**

A. Monthly Budget (Revenue and Expenses) (Olga R)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development (Phil K)

*1. Sub-topic:* **Reports on 2024 Legislative Session, Independent Living transition, Basic Center Grant, Annual Meeting, Friendsgiving**

 *Discussion:*  2023-2024 Legislative Agenda handout, Annual meeting planning committee, Seattle conference will be attended by Phil and Liz, Friendsgiving idea of the Board for donations November 28th is Giving Tuesday.

 *Outcome, Actions, Timeframe:* Cindy recommended forming an annual meeting planning committee summer 2024.

C. Regulatory Issues (Cindy S-H)

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

 *Discussion:*  Application has been submitted. Will begin providing study materials in January for our team.

 *Outcome, Actions, Timeframe:*

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

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

 *Discussion:*  Exploring options for outsourcing payroll.

 *Outcome, Actions, Timeframe:*

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

 *Discussion:*  Handout with Florida Network upcoming trainings.

 *Outcome, Actions, Timeframe:*

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

 *Discussion:* Continue to monitor/manage.

 *Outcome, Actions, Timeframe:* Shelter managers to submit plans for holiday furloughs.

E. Annual Budget Planning and Process (Olga R)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

F. New IYP-Gainesville shelter (Phil K)

*1. Sub-topic:* City permitting process has caused a delay in building shelter.

 *Discussion:*  Underground systems have started but it has been very frustrating due to delays with City of Gainesville permits. Builders are stating completion of shelter will be 5-6 months after final inspection. Our goal is by the end of this fiscal year.

 *Outcome, Actions, Timeframe:* Phil will continue to monitor and visit the site weekly.

# II. Health and Safety: Program/Regional Directors

A. External Inspections (Cindy S-H)

*1. Sub-topic:* **Final Inspection Bivens**

 *Discussion:*  Zach completed several maintenance items prior to final inspection.

 *Outcome, Actions, Timeframe:* **Final inspection should be this month at Bivens.**

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

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Abuse Reports**

 *Discussion:*  We have noticed a slight increase in Abuse Reports. Economy is difficult for families and the holidays are approaching which can also increase stress on families.

 *Outcome, Actions, Timeframe:* Be vigilant in your reporting to DCF despite the long wait on hold to report to the hotline.

# III. Quality Improvement

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

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

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Please submit your 2nd quarter report to data by 1/5/24.**

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

*1. Sub-topic:* **Performance measures and Productivity this FY 23-24**

 *Discussion:* We are lagging in our productivity for this FY in all programs except Prevention services. Staff commented that No-Shows have been excessive even with double booking.

 *Outcome, Actions, Timeframe:* **All CINS/FINS programs need to increase outreach efforts and maintain contact with schools resource officers and counselors to offer services for the youth having issues related to truancy, runaway, and other risky behaviors.**

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:* **Medication Policy still pending from the Florida Network**

 *Discussion:* Please be sure to attend the upcoming Network medication Zoom meeting.

 *Outcome, Actions, Timeframe:* **QI Hour scheduled for 11/22 and will focus on medications. All shelter managers, and RN should attend the meeting.**

E. Participant Complaint and Grievance (specific and quarterly review of trends) (Cindy S-H)

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

 *Discussion:*  No specific trends noted

 *Outcome, Actions, Timeframe:* **Ensure you are checking grievance box in shelters on a daily basis and documenting in the log book.**

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

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

 *Discussion:*  Draft Strategic plan document shared with staff.

 *Outcome, Actions, Timeframe:* **Please review and provide feedback during discussion at next EMT meeting.**

*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:*  Angie is preparing document from staff survey.

 *Outcome, Actions, Timeframe:* **Angie will provide results at next EMT meeting.**

*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:*

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Upcoming financial audit**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan (Liz T)

*1. Sub-topic:* **NetMis Updates**

 *Discussion:*  Ongoing issues related to NetMis: SNAP needs to be able to provide detail for specific rooms/locations for SNAP in schools, FA weekly case load active reports for each counselor has not been accurate in NetMis. Liz will provide caseload reports for FA programs. There is still no way to sort screening data by staff or program.

 *Outcome, Actions, Timeframe:*

# VI. Clinical/Program

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

*1. Sub-topic:* **Florida Network Medication policy pending**

 *Discussion:*  Please remind staff to follow all P&P related to medications to avoid medication errors.

 *Outcome, Actions, Timeframe:* **Attend all medication meetings with the Network.**

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

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Nominations for Youth Ambassador and Service Excellence Awards**

 *Discussion:*  Staff were encouraged to nominate a youth and team member.

 *Outcome, Actions, Timeframe:* **Nomination form handed out. Nomination accepted through December 8th.**

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

 *Discussion:*

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Cindy Starling |  | November 20, 2022 |

 Cindy Starling-Hersey Date