**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Project Success/Too Good for Drugs Staff

Date: October 26, 2022

Time: 4:00 PM

Location: CDS Bivens

Date of Next Meeting: TBA

Attendance: Lisa Campbell, Morkisha Cuyler, Latisha Geiger, Nancy Leech-

Gartrell, Gwen Love, Kevin Nelson, Vernard West, Lorin Wood

Absent: Ben Swilley

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Director’s Budget**

*Discussion:*  Gwen shared with staff that the Director’s Budget for Prevention Services through 9/30/2022 distributed by our Fiscal Dept. Gwen advised staff the agency wants all programs to look at how they can cut cost. This effort will impact how much we spend during our shopping for programs.

*Outcome, Actions, Timeframe:* Gwen advised staff that she will be monitoring request for PO’s as we move forward.

B. Marketing and Business Development

*1. Sub-topic:* **CDS Rebranding**

*Discussion:*  Gwen shared with staff that the agency is in the process of updating the CDS logo and how the agency is promoted in the community. There will be a soft launch in November at the Annual Meeting and a community-wide launch in January.

*Outcome, Actions, Timeframe:*

*2. Sub-Topic:* **National Runaway Prevention Month**

*Discussion:* Gwen shared with staff that November is National Runaway Prevention Month and CDS has an outreach campaign in observance of the month which begins on November 1st with a social media blast. You can participate in the event by posting on social media. The agency will provide tools to make raising awareness easy and fun by including filters for Instagram, Facebook stories and stickers for TIKTOK. Education Week is November 1st - 4th. The National Runaway Safeline (NRS) will offer an online educational series about a variety of runaway and homeless youth issues. November 10th is Wear Green Day.

*Outcome, Action, Timeframe:* Please share the information with your School Guidance Counselors and Administrators.

*3.* *Sub-Topic:* **CDS Annual Meeting**

*Discussion:* The Annual Meeting will be held on November 17, 2022 at 12:00 PM to 1:30 PM at Sweetwater Branch Inn located at 625 East University Ave. Christian Minor, Executive Director of the Florida Juvenile Justice Association will be the Guest Speaker. Ben Swilley will be the recipient of the Staff Achievement Award from Prevention Services.

*Outcome, Action, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

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

*Discussion:*  Gwen reviewed the Pending List with staff.

*Outcome, Actions, Timeframe:*

2. *Sub-Topic:*  **HIV/AIDS Training**

*Discussion:* Gwen shared with staff that it is time to be trained on HIV/AIDS Prevention. Gwen has found an online course that meets the requirements for this training. The title of the training is Florida HIV/AIDS Awareness and Prevention Class. The online course can be found at courseforhivaids.com/states/FL . Please take the 2 hour course which cost $20.00 you will be reimbursed for the cost of the training. Please remember to make sure to get the training certificate upon completion of the training. Your will also need a copy of the receipt in order to be reimbursed.

*Outcome, Action, Timeframe:* Please work to complete this training by November 30, 2022.

*3.* *Sub-Topic:* **Prevention Services’ Staff Vacancy Update**

*Discussion:*Gwen has been in the process of interviewing applicants for India and Boderick’s positions. She has a successful candidate for India’s position and is waiting on approval from Cindy Starling before she can offer the position to the applicant. Gwen is still in the process of interviewing applicants for Boderick’s position.

*Outcome.**Action, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# 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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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****:* CDS Fiscal Audit**

*Discussion:*  Our Fiscal Dept. is in the process of preparing for our annual fiscal audit. You may be receiving request from the auditors for copies of your attendance rosters, program planning schedules and tracking forms.

*Outcome, Actions, Timeframe:* We will be notified if there are any issues with our documentation for the audit.

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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **Prevention Staff Laptops**

*Discussion:* Zach Toundas assisted staff with the issues that they have been experiencing with their Outlook accounts.

*Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Attendance Roster Narratives and Tracking Forms**

*Discussion:*  Gwen discussed the importance of making sure that all paper work is submitted on time. **LSF has mandated that all data entries be completed and submitted by the first of** **every month**. The data will be reviewed by LSF and if there are submissions that are in question LSF will notify our Data Dept. by the 5th for corrections. The LSF invoice must be submitted by the **10th of the month**. The new deadline has established the need for us to submit our attendance roster narratives and our tracking forms be submitted weekly, in order for our data to be entered by the first. The actual attendance rosters no later than 3 days after the 15th and 3 days after the end of the month. Please be mindful if the 15th and the last day of the month fall on a weekend. When that occurs your paper work may possibly have to be turned in earlier. Please review all paper work for accuracy prior to submission. Be sure to indicate on your attendance rosters when you are absent or if there’s a holiday or school holiday. Please do not leave those days blank. Lastly, do not turn in tracking forms for days you are absent form work for any reason.

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

*2.* *Sub-topic:* **Red Ribbon Week Activities**

*Discussion:*Gwen asked staff to share their RR Week activities with the group.

*Outcome, Actions, Timeframe:* Please remember to take pictures and send them to Paula for the CDS Newsletter.

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Respectfully submitted by:

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| Gwendolyn Love |  | October 26, 2022 |

Name Date