**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: February 12, 2025

Time: 9:30 am

Location: Bivens

Date of Next Meeting:

Attendance: Alex, Sabriena, Zeke, Cindy, Brandi, Angela, Naomi

Absent: Brian (MAB training)

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

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:*

 *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:*

 *Discussion: No discussion.*

 *Outcome, Actions, Timeframe:*

*2.* *Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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:* Policies and QI Standards

 *Discussion:* Discussed, at length, QI Standards and FL Network Policies & Procedures along with CDS P&P to ensure compliance. Focused on staff/Px interactions remaining positive and encouraging, shadowing shifts for new hires, CAB meetings in the different areas and making sure all outreach is logged and all meetings attended as is possible, and online referrals and following up in a timely manner. Procedural processes discussed included NIRVANA, Individual Plan, grievance processes, CCC follow-up procedures, client transportation, head counts, and group log book documentation.

*Outcome, Actions, Timeframe:*

*2.* *Sub-topic:* **Program Logbook**

*Discussion:* Review Logbook/processes and procedures/logbook makeup/Shift Leader Summary/ Supervisor camera and logbook reviews

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Px grievances in programs.**

 *Discussion: T*rends noted in staff/Px interactions and maintenance.

 *Outcome, Actions, Timeframe:* **Please remember to look for trends.**

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

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:*

 *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:*

 *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:*

 *Discussion:* No discussion.

 *Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Updates from Cindy from her meeting in Tallahassee.**

 *Discussion:* Brief discussion about advocating for policy changes to Ch. 984 and other upcoming proposed changes to policy and procedure.

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Training Log**

 *Discussion:* Updates to log and adherence to completing trainings. Every site is doing a good job currently with maintaining training.

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:* **House Manager Training**

 *Discussion:* What training do they need? Discussion centered on the different tasks required for different sites. Consensus was to have House Managers take the majority of the required trainings.

 *Outcome, Actions, Timeframe:*

*4. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Cynthia Starling |  | February 12, 2025 |

 Name Date