**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

**Meeting:** CINS/FINS

**Date:** May 11, 2022

**Time:** 10:30 am

**Location:** Bivens

**Date of Next Meeting:** June 22, 2022

**Attendance:** Alex, Angie, Cindy, Jessica, Phil, Sabriena, Tracey, Zeke

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Director’s Budget**

*Discussion:*  Please review your Director’s budget.

*Outcome, Actions, Timeframe:* **Inform Diana if you want to make budget adjustments in your programs.**

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1.*  *Sub-topic:* **New Shelter**

*Discussion:* Phil advised CDS has secured a one-year extension to build the new shelter and reported that the board is meeting to determine the square footage of the new shelter.

*Outcome, Actions, Timeframe:* **The new Central Shelter should be complete on/abt November/December 2023.**

C. Regulatory Issues

*1. Sub-topic:* **Basic Center Grant**

*Discussion:* Cindy, Alex, and Zeke met to discuss the required documents/files that will be uploaded.

*Outcome, Actions, Timeframe:* **Upload all files/documents by deadline on May 24. The BCG review is scheduled for June 8th and 9th.**

*2.**Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*3. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **HR Forms Q&A and Communication Notes.**

*Discussion:* Angie provided a brief training on process for submitting PAF, staff evaluations, and new employee packets. Staff discussed the forms being used for documenting our Communication Notes/Record of Action notes.

*Outcome, Actions, Timeframe:*  **Staff will follow the recommended procedure for sending document to HR effective immediately. Angie will review all “communication note” forms to ensure consistency among all programs.**

*2.**Sub-topic:***New Employee training username/password set-up.**

*Discussion:*Angie provides the set-up for Bridge users and Liz provides information for Skillpro.

*Outcome, Actions, Timeframe:* **Contact Angie for Bridge, Liz for Skillpro set-up.**

E. Annual Budget Planning and Process

*1. Sub-topic:* **Board of Directors**

*Discussion:* Phil advised that he is planning to request the board of directors to assist in raising money for CDS

*Outcome, Actions, Timeframe:* **Phil will discuss with the executive board.**

# 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:*

*Outcome, Actions, Timeframe:*

C. Incident Reports (Reports, analysis of trends, recommendations)

*1. Sub-topic:* **CCC reports of contraband**

*Discussion:* New requirement to provide the video when contraband is found during a search.

*Outcome, Actions, Timeframe:* **Directors/supervisors will provide the video surveillance footage of searches that result in discovery of contraband items.**

# III. Quality Improvement

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

*1. Sub-topic:* **Committee to Review File Forms**

*Discussion*: File forms need to be uniform in each region and eliminate repetition in files.

*Outcome, Actions, Timeframe:* **Two committees formed. Non-Residential is Jessica and Stephanie Douglas. Residential is Alex, Carlos, Walter, Naomi, and Belinda.**

*2.**Sub-topic:* **QI Review Feedback**

*Discussion:* All Directors provided input from this year’s QI reviews

*Outcome, Actions, Timeframe:* **All shelter should replace any blinds that have pull strings, date should be written on meat when starting to thaw, on transportation log if more than one px on van, highlight any px’s name if it becomes a single transport.**

. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

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

*Discussion:* All three shelters received a score of limited for training requirement during our QI reviews.

*Outcome, Actions, Timeframe:* **Directors/Supervisors should ensure staff have completed all training requirements by June 30th for this fiscal year 21-22.**

D. Policy and Procedure Updates and/or Review

*1.**Sub-topic:* **NIRVANA**

*Discussion:* There were no questions about the new assessment tool.

*Outcome, Actions, Timeframe:* **Tracey updated the policy and posted it on the intranet.**

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:* **2/4/6** **Strategic Plans**

*Discussion:* Reminder of upcoming 2/4/6 plan due date from Directors/Managers.

*Outcome, Actions, Timeframe:* **Plans are due on May 20.**

*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:*

*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:* **CDS Intranet**

*Discussion:* Our intranet is very outdated and needs transition to SharePoint but is a massive amount of work. Sam knows “Dream Weaver” program.

*Outcome, Actions, Timeframe:* **Updated policies can be added to the Intranet by Zach but any new form needing a policy number should be given to Sam to complete.**

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **East and Central RN’s**

*Discussion:* East has a new RN who is still in need of training. Central’s RN is available on a limited basis.

*Outcome, Actions, Timeframe:* **Alex will consult with Carlos/Paula on recording RN trainings by Ms. Kathy in NW.**

B. Counseling and Programming Issues

*1. Sub-topic:* **Parent/Guardian/Youth Signatures**

*Discussion:* If you are unable to get a required signature, you must document your attempts and reason why you could not get the needed signature.

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

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Cindy Starling |  | May 11, 2022 |

Name Date