**Meeting Agenda**

CDS Family & Behavioral Health Services, Inc.

**Meeting:** CINS/FINS

**Date:** May 17, 2023

**Time:** 10:00 am

**Location:** Bivens

**Date of Next Meeting:** June 28, 2023

**Attendance:** Alex, Brian, Cindy, Evelitza, Jessica, Leigh, Sabriena, Zeke.

**Absent:** Stephanie D

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **YCW Earnings Report/Overtime**

 *Discussion:*  Review of YCW payroll report. Directors advised that overtime is due to open positions and ongoing hiring difficulties

 *Outcome, Actions, Timeframe:* **Please continue to monitor overtime and reduce where possible.**

*2. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1.*  *Sub-topic:* **IYP-Central Ground Breaking**

 *Discussion:* Great interview by Zeke. DJJ Secretary Hall was in attendance as well as other VIP’s.

*Outcome, Actions, Timeframe:* **Nice turnout and great weather for the event. The shelter ground breaking received quite a bit of coverage. WCJB TV 20 interview and news article, Tu Fiesta Radio with Elio, Children’s Trust, Gainesville Chamber of Commerce, DJJ, River Phoenix Foundation, Theory Construction Co., and The Florida Network all posted on their Social Media sites.**

C. Regulatory Issues

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

 *Discussion:* Review and updates of CDS plans are underway. We will continue to have assignments as we get closer to the actual review.

 *Outcome, Actions, Timeframe:* **The CARF survey is expected in February 2024.**

 *2.**Sub-topic:* **Basic Center Grant in process for both Gainesville and Palatka.**

 *Discussion:* Due the end of May

 *Outcome, Actions, Timeframe:* **Alex and Zeke please assist Amy with any items requested for review or revisions.**

*3. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **MAB and upcoming Network trainings.**

 *Discussion:* See flyer

 *Outcome, Actions, Timeframe:* Please submit all names for specific training topics.

*2.**Sub-topic:* **Staffing/Vacancies**

 *Discussion:*East needs two PT YCW, Central needs eight PT YCW, NW needs one Residential Supervisor and two - three weekend PT YCW, SNAP Gainesville needs 3 facilitators and SNAP NW needs one Case Manager and three facilitators.

 *Outcome, Actions, Timeframe:* **Continue efforts to schedule interviews and hire qualified staff.**

E. Annual Budget Planning and Process

*1. Sub-topic:* **Budget planning for FY23-24**

 *Discussion:* Cindy, and Phil will meet withComptroller, Olga Rivera, to begin preparing CDS FY 23-24 Budget. Please review your current budget/expenditures for any changes needed before the end of this FY.

 *Outcome, Actions, Timeframe:* **Please let Cindy know if you have recommendations for the Directors’ 23-24 budget for category amount changes.**

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:* **Northwest Needs New Fence.**

 *Discussion:* Keith Carr listed the fence at NW as needing repair. He accepted the estimates as our intent to get the fence replaced. He also identified a leak in the boy’s bedroom in East that requires repair.

 *Outcome, Actions, Timeframe:* **Cindy to complete Clay Electric grant application. Alex will attend to the East ceiling leak.**

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

*1. Sub-topic:* **Emergency Drills**

 *Discussion:* Please ensure your team is completing all drills in a timely manner.

 *Outcome, Actions, Timeframe:* **Cindy to request a drills packet from Sam for SNAP-Lake City**

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

*1. Sub-topic:* **Analysis of trends**

 *Discussion:* Vaping devices that could go undetected by metal detection wands*.*

 *Outcome, Actions, Timeframe:* **The Florida Network has formed a committee to discuss the issues surrounding vaping devices entering the shelter facilities across the state. Sabriena Williams will take the lead for CDS and attend the meetings.**

# III. Quality Improvement

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

*1. Sub-topic:* **QI Preliminary Reports for NW and East**

 *Discussion*: Great job from the NW and East Teams for ALL SATISFACTORY scores (Preliminary).

 *Outcome, Actions, Timeframe:* **Please keep up the great work!**

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

 *Discussion:*  Please ensure your team complete peer reviews (2 open, 2 closed per counselor).

 Outcome, Actions*, Timeframe:* **Due quarterly and send to IT Manager**

. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1.**Sub-topic:* **New/updated policies/forms**

 *Discussion:* Handout provided of new/updated list of forms and P&P.

 *Outcome, Actions, Timeframe:* **Review at program monthly staff meetings. Remind staff to get all forms from the intranet. We have many new/updated forms.**

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

*1. Sub-topic:* **Px grievance box**

 *Discussion:* No specific trends noted. QI reviewer K. Carr requested that East add an additional grievance box so there is one in both girls and boys day rooms.

 *Outcome, Actions, Timeframe:* **Check grievance box daily and document in logbook.**

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

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2. Sub-topic :*

 *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:* **Self inspections/routine maintenance**

 *Discussion:* We have had a lot of repairs in various areas of shelters.

 *Outcome, Actions, Timeframe:* **Please ensure weekly inspections are completed and maintain routine maintenance of equipment.**

*2.**Sub-topic:* **CINS Performance Packet/FL Network Reports**

 *Discussion:* **34 Community Counseling cases opened in April and 738 units (bed nights) earned in Residential programs. Due to NetMis 3, there was no IT data report or FL Network scorecard for April.**

 *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:* **Upcoming****QI Review for Central on May 31 and June 1st.**

 *Discussion:* Please prepare for the two-day review.

 *Outcome, Actions, Timeframe:* **Directors review files and ensure all staff training files are current and available.**

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **CDS Intranet Reminder**

 *Discussion:* New forms and policies are being added daily.

 *Outcome, Actions, Timeframe:* **Please remind all staff to use the CDS intranet to locate needed forms.**

*2.* *Sub-topic:* **NetMis 3**

 *Discussion:* Discussed new requirements, questions and concerns were addressed.

 *Outcome, Actions, Timeframe:* **Please make sure staff are on the monthly calls with the Florida Network/Che. A lot of updates are being provided relative to Netmis 3. If anyone has questions or needs clarification, please contact Liz/IT Manager.**

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **Medication Training Date Pending**

 *Discussion:* The training has been cancelled two or more times by the Florida Network.

 *Outcome, Actions, Timeframe:* **TBA**

B. Counseling and Programming Issues

*1. Sub-topic:* **Summer Enhanced Programs**

 *Discussion:* All three shelters have a flyer for their summer programs and provided an overview of expected field trips and shelter events.

 *Outcome, Actions, Timeframe:* **Happy Summer is almost here!**

**VII. Other Business:**

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

 *Discussion:* HR Handout

 *Outcome, Actions, Timeframe:* **Zeke please complete a self-evaluation and send to Cindy.**

Respectfully submitted by:

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| --- | --- | --- |
| Cindy Starling |  | May 17, 2023 |

 Name Date