**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: July 10, 2015

Time: 9:30 a.m.

Location: Bivens

Date of Next Meeting: August 21, 2015

Attendance: Sam, Rhonda, Tracey, Cassandra, Zeke Cindy, Pam

Absent: Jim, Peggy

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Youth Care Worker Budget**

 *Discussion:* Recognized that the actuals were partially inflated due to a reinstatement and training

 *Outcome, Actions, Timeframe:* **Sam will ask Rene about the beginning of the year calculation.**

B. Marketing and Business Development

*1. Sub-topic:* **Alachua County Truancy Meeting**

 *Discussion:* Sam asked for an update from Cassandra and Peggy regarding preparing info to meet with Kathy Black, School Attorney and Ed Wilton regarding handling of truants.

 *Outcome, Actions, Timeframe:* **Cassandra indicated that Peggy had the lead on this. Sam**

 **will follow up with her**

*2. Sub-topic:* **Challenge Grants**

 *Discussion:* IYPNW is interested in carpet and some chairs. IYPC is interested in furniture

 and will further assess. IYPE is interested in flooring

 *Outcome, Actions, Timeframe:* **Sam needs info from N.W. by July 15th. IYPC and East need to get Sam info no later than July 24th.**

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:*

 *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 Coordinators

A. External Inspections

*1. Sub-topic:*

 *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:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:* **Behavior Management System/Trauma Sensitive Approach**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Sam asked that IYPE and IYPNW managers collaborate before the next meeting. Rhonda agreed to e-mail some adjustments she has made to materials used at IYPC. Sam will do training on Trauma Sensitivity at NW on July 22nd and Central on July 23rd. East is done.**

B. 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:* **Transportation of Participants Policy**

 *Discussion:* Sam noted that the need to consider creating a policy to guide staff when doing transports. The Florida Network is working on this too.

 *Outcome, Actions, Timeframe:* **Sam will work on this and get some additional input from**

 **Rhonda.**

*2. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* Strategic Plan

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* Accessibility Plan

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:* Cultural Competence Plan

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

*4. Sub-topic:* Input Plan

 *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)

 *Sub-topic:* **Performance and Risk Management Reports**

 *Discussion:* Those present reviewed the abbreviated Performance Packet. Sam shared that the Bed numbers Statewide were over expectation while non-residential numbers were slightly below expectation; hover the Network negotiated with DJJ a service adjustment for this year so all contracts should be fully paid. **Thank you to everyone involved for all the efforts made this year!!!**

 *Outcome, Actions, Timeframe:* **P. 1 Our report indicates7, 816 bed days (105%) while the Network reports 7957 (107%) a 141 bed day difference. Non- Residential served; our report shows 610 (98%) and the Network reports 597 (96%) a 27 youth served difference. Laura will investigate with Kirk. P.2 Laura pleas add Domestic Violence Utilization with financial data P.4 Laura please review January average length of stay. On the Personnel Summary, Laura please review Non-residential hires and terminations**

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:*

 *Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **Nurses**

 *Discussion:* Sam noted he had a conversation with the CSI Representative. He has not vetted any nurse to date. We may need to explore some other alternatives.

 *Outcome, Actions, Timeframe:* **Tracey will find out at QIC what is going on with the resto of the State.**

*2. Sub-topic:* **Medication Carts**

 *Discussion:* Agreed on the need to have a limited number of staff as operators of med carts and conceptually agreed that additional compensation for these duties made sense. Discussed a number of options including an increased rate and stipends for these responsibilities. Also agreed we need things to unfold a little further with the nurses to understand what the need will really be.

 *Outcome, Actions, Timeframe:* **Sam will discuss payment options with Randy.**

B. Counseling and Programming Issues

*1. Sub-topic:* **Cell Phones**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Pending**

*2. Sub-topic:* **Bed Bugs**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **determined that we do not want to take any additional action at this time.**

**VII. Other Business:**

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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