**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: July 11, 2014

Time: 9:30 a.m.

Location: Bivens

Date of Next Meeting: August 22, 2014

Attendance: Sam, Peggy, Zeke, Stephanie, Pam, Cindy, Jason, Jessica

Absent: Jim, Cassandra, Rhonda

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

 *Discussion:*

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

B. Marketing and Business Development

*1. Sub-topic:* **Electronic communications (Pending)**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **It was agreed that we would do a three month pilot at Central and see what we learn. Sam will look at the forms we will need to adjust.**

*2. Sub-topic:* **Summer Camp Update**

 *Discussion:*  We ended up with 9 participants in the first session. With some tweaking, things went well.

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Domestic Violence and Probation Respite Contract**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Sam will add Probation Respite back to the screening form.**

*4. Sub-topic:* **CINS/FINS Contract**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **No additional questions were noted at this point.**

*5. Sub-topic:* **Contract with Jayne Jones for Legislative Support**

 *Discussion:* Sam handed out and reviewed a list of items that Jayne Jones will be assisting

 With at the federal level to try and gain funding for a new central shelter and renovations to

 the existing central shelter for transitional living services.

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Vacation Schedules**

 *Discussion:* Tracey is out July 18th thru August 5th. Zeke is out July 30th thru August 4th. Sam is out July 21st thru July 29th.

 *Outcome, Actions, Timeframe:* **Stephanie has agreed to handle suicide reviews as needed while Sam is out. Stephanie may be reached at 386-623-5732 (cell) 386-487-0195 (fax)**

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:*

*2. 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:* Our codes for reporting have changed.

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:* **Q.I. Goals Tracking Training**

 *Discussion:*

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

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *Discussion:*  No 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:* **Contingency Contract Forms**

 *Discussion:*  F-PR-1200

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

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:*  **Shelter & Non-Residential** **Utilization**

 *Outcome, Actions, Timeframe:*

 *Discussion:*  **Communication**

 *Outcome, Actions, Timeframe:*

 *Discussion:*  **Hiring and Retention of Qualified Staff**

 *Outcome, Actions, Timeframe:*

 *Discussion:*  **Programming: Can it be more effective?**

 *Outcome, Actions, Timeframe:* **Sam noted that he would like written feedback thru Coordinators from staff regarding the topic areas above by September 30th. He also noted, that if not done already the Input responses we received from staff, business partners and stakeholders should be shared with staff and documented in meeting minutes.**

*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:*

 *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:*

 *Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **Telephone System and Computers**

 *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:***Needs Assessment & PAT**

 *Discussion:* We discussed the draft Needs Assessment and PAT.

 *Outcome, Actions, Timeframe:* **Sam will make changes discussed in the Needs Assessment and get it out for use. We will reassess it in several weeks for any other changes needed. Jessica and Jason will continue to work on PAT access in JJIS. Thank you to Stephanie Jason and Jessica for their input and work on this project!!!**

*2. Sub-topic:* **30/60 Day Follow up**

 *Discussion:* Sam reviewed information in the packet sent out previously by Laura via e-mail.

 *Outcome, Actions, Timeframe:* **30 day and 60 day follow up need to be done in the window of 5 days before or 5 days after the respective 30 or 60 days**

*3. Sub-topic:* **Screening Form**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Sam will add E.S.E. information on the screening form.**

**VII. Other Business:**

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Sam Clark |  |  |

 Name Date