**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: July 13, 2022

Time: 10:30 am

Location: Bivens

Date of Next Meeting: August 17, 2022

Attendance: Alex, Sabriena, Carlos, Zeke, Jessica, Evelitza (Zoom), Stephanie, Tondalaya,

Latoya (Zoom)

Absent:

**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:* **Cooperative Service Agreements**

 *Discussion:* If staff are aware of any new community partners, please provide updated information. Also if you are aware of any new contacts of our existing partner agencies.

 *Outcome, Actions, Timeframe:* **Please send the information to Cindy/Sam so that we can add/update our agreements.**

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **New Suicide Procedures Training**

 *Discussion:*  Jessica provided a training on the new procedures. The team had a lot of additional questions. Everyone was reminded to attend the Network’s Wednesday Q&A on new procedures for NIRVANA and suicide procedures

 *Outcome, Actions, Timeframe:* **The team is requesting a training from the Network for CDS staff only. Date TBA**

E. Annual Budget Planning and Process

*1. Sub-topic:* **Directors Budgets**

 *Discussion:*  Diana is working on FY 22-23 budgets

 *Outcome, Actions, Timeframe:* **Will be provided in August.**

**II. Health and Safety: Program/Regional Coordinators**

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:* **End of Month Date Reports**

 *Discussion:* Please also send UER’s, CCC, Abuse reports to Cindy as they occur.

 *Outcome, Actions, Timeframe:* **Monthly Reports due to Liz by the 5th of each month.**

# III. Quality Improvement

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

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

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:* **Please ensure that these are being done quarterly and forwarded to Liz.**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Monthly program reports**

 *Discussion:* Phil wants to start back providing to the BOD.

 *Outcome, Actions, Timeframe:* **Due to Cindy and Phil on the 5th of each month.**

C. Accreditation and Regulatory Requirements

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

 *Discussion:* Thanks to all staff who worked hard providing requested files, forms, interviews, and other documents. Overall, very good review

 *Outcome, Actions, Timeframe:* **Cindy will provide a copy of the recommendations when report received.**

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* **Suicide P&P, Forms**

 *Discussion:*  Jessica is working with Sam to ensure CDS P&P are updated and consistent with Florida Networks new procedures.

 *Outcome, Actions, Timeframe:* **Once the Network provides the completed forms with revisions, Sam will add to the intranet.**

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

*1. Sub-topic:* **Participant Grievances.**

 *Discussion:* Check your locked boxes daily. QI reviewer put a note in a locked grievance box with a note to call her upon receipt. She was checking to see how often the grievances are reviewed.

 *Outcome, Actions, Timeframe:* **Send to Cindy via email within required timeframes.**

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

*1. Sub-topic:* Strategic Plan

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

*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:*  Please complete the employee surveys on-line

 *Outcome, Actions, Timeframe:* **Due by July 15th.**

*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:*  No discussion

 *Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

*1. Sub-topic:* **Covid procedures**

 *Discussion:* We are continuing to follow CDC guidelines regarding all virus concerns and when an employee is able to return to work after testing positive. We are no longer required to report positive youth or staff cases to DJJ

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

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* **End of the Year Report Card**

 *Discussion:* Please review, it was not a good year for px numbers; we need to do much better FY 2022-23.

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

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **DJJ youth of the month nominations**

 *Discussion:* please submit for outstanding youth achievements to DJJ on-line link

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

**VII. Other Business:**

*1. Sub-topic:* **EMT retreat**

 *Discussion:* What would be a good location, program ideas for a retreat?

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

Respectfully submitted by:

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| --- | --- | --- |
| Cindy Starling |  | 7/29/2022 |

 Name Date