**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: August 24, 2012

Time: 9:30 a.m.

Location: Bivens

Date of Next Meeting: September 21, 2012

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

Absent: Jim, Rhonda

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

*Discussion:*  Budget is still running high, but did improve some from last time.

*Outcome, Actions, Timeframe:* **Please remain diligent.**

B. Marketing and Business Development

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic****:* VALIC**

*Discussion:* Sam explained the required disclosure information being made available to staff.

*Outcome, Actions, Timeframe:* **We are trying to get everyone this information by August 30th.**

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:* **Hurricane Precautions**

*Discussion:* Sam noted that we passed out information at our last meeting and reminded everyone about the forms that needed to be completed on the Network website if needed.

*Outcome, Actions, Timeframe:* **Sam will update the call down list and send it out.**

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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* **Bed Time Supervision & Bed Checks Follow Up**

*Discussion:* Cassandra noted that they have determined some forms are missing by engaging in the process and have put the onus on staff to make corrections

*Outcome, Actions, Timeframe:* **East and N.W. need additional time to put the checking protocol in place. We will discuss again next month**

*2. Sub-topic:* **Log Book**

*Discussion:* Cassandra brought forward recommendations for changes.

*Outcome, Actions, Timeframe:* **Cassandra and Tracey will get together to finalize before our next meeting.**

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:* Sam asked if those present felt they were going to be able to meet the requested time frame.

*Outcome, Actions, Timeframe:* **Central will be running on week behind based on scheduling**

*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 & Risk Management Packet**

*Discussion:* Those present reviewed the packets.

*Outcome, Actions, Timeframe:* **Page 11 Laura/Ryan Zeke, Angie and Radha should be removed from the Non Res section. Laura/ Ryan make Page 16 a Semi-annual report Page 19 & 20 Ryan’s artwork Excellent. Page 31 Cassandra check on case that Nisy still has on the list. Sam discuss with Laura/Ryan how managers can access caseload reports. Page 36 Cindy check on discharge reason. No trends were noted on the Incident Summary Reports.**

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:*  No 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:***FACE System**

*Discussion:* Cassandra brought forward the FACE Book she has created for staff.

*Outcome, Actions, Timeframe:* **Cassandra will forward templates to East and N.W. so they can print their own. Nice job Cassandra!**

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Sam Clark |  | August 30, 2012 |

Name Date