**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 12/19/2022

Time: 2pm

Location: Bivens

Date of Next Meeting: Tuesday 01/24/ 2022 at 12pm

Attendance: Rebecca Hunt Olivia Hollier, Jessica Bechtold

Absent: Arielle Tibon (Excused)

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Supply Needs**

*Discussion:*  Discussed supply needs for program

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

B. Marketing and Business Development

*1. Sub-topic:*  **Outreach and Productivity**

*Discussion:* Discussed upcoming group cycle, closings and intake expectations.

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

*2. Sub-topic:* **C8 Collaboration meeting**

*Discussion:*  Scheduled for 1-23-22 at 1pm.

*Outcome, Actions, Timeframe:* **Pending zoom link**

C. Regulatory Issues

*1. Sub-topic:* **Screenings and response**

*Discussion:* Reminder for appropriate feedback/response to families. If you agree to contact them at a later date; it is your responsibility to do so in a timely manner. In addition, Jess and team agreed to a weekly schedule for referral calls that will alternate between team members.

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

*2. Sub-topic:* **School Visits**

*Discussion:*  Please remember to sign in at schools and provide copies of releases if necessary

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

*3. Sub-topic:* **Satisfaction Surveys**

*Discussion:*  Please try to obtain surveys for all closings.

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

D. Human Resource Issues (Staffing and Training)

*1.**Sub-topic:* **Training**

*Discussion:* Please review training files for upcoming QI audit. Please remember to sign up for NetMis 3 training in January.

*Outcome, Actions, Timeframe:* **Completed**

*2. Sub-topic:* **Open positions**

*Discussion:* We are currently advertising for two counseling positions and the Administrative assistant position is in background screen. Interviews are currently scheduled for the counselor positions and we are awaiting background paperwork for one of the two positions.

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

*3. Sub-topic:* **Schedules**

*Discussion:* Please remember to hand in schedules at the end of each week.

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

*4.**Sub-topic:* **Holiday**

*Discussion:* Please remember that we will be off on December 26th and January 2nd in observance of Christmas and New Years. Jessica will be out from the 28th to the 2nd. Discussed front end coverage and suicide assessments. Jessica distributed retention gift cards.

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

E. Annual Budget Planning and Process

*1. Sub-topic:* **Budget**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

*1. Sub-topic:* **Drill for December 2022**

*Discussion:* No drill required for December.

*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:*

*Discussion: No Discussion:*

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1.* *Sub-topic:* **Remote services**

*Discussion:*  Jess reminded team to document reason parents choose remote services.

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

*2. Sub-topic:* **Blanks**

*Discussion:*  Please remember to fill in blanks, FLN numbers and sign and stamp all necessary documentation. All documentation must be in the chart within 24-48 hours.

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

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **See Risk Management**

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. **Policy and Procedure Updates and/or Review for Your Information from CINS/FINS Meeting:** Jess provided review of CINS FINS agenda items during last staff meeting and December staff meeting

I. Business Operations:

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Directors monthly budgets**

*Discussion:*  Overtime

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **Feedback on Annual meeting**

*Discussion:* Cindy asked team for feedback on annual meeting

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:* **QI standards**

*Discussion:*  Cindy reviewed updates with team and reminded team to conduct 30, 60, and 90 day reviews. The team discussed topics concerning gender pronouns .

And the team should pay particular attention to plan initiation dates, plan completion dates, Nirvana within 72 hours for shelter and 2-3 face to face contacts for non residential.

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Annual****Training**

*Discussion:* Ensure training requirements are met

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Accessibility**

*Discussion:* Discussed barriers to services, staff representation and youth served, community access and language barriers. Jessica Bechtold sent out translation line to other members of the team.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Records requests**

*Discussion:* Please scan all records requests to Cindy Starling.

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:* **Annual Budget/Overtime**

*Discussion:*

*Outcome, Actions, Timeframe:*

**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:*

*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:* **Standardizing Material to include in the Residential files**

*Discussion:* Almost complete on Residential files.

*Outcome, Actions, Timeframe:*

*2.* *Sub-topic:* **QI****Peer Reviewers/ Preparing for QI**

*Discussion:* Managers should be paying close attention to files and all operations. Our goal is to be QI ready at all times. Review current Network P&P manual for discussion at November CINS/FINS meeting

*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:* **Basic Center Grant Program Report Due/90 day follow ups.**

*Discussion:* 30/60 required for Florida Network. 90 day reviews required by BCG.

*Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

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

*Discussion:* surrounding levels of supervision.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*4. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*5. 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*

*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:*  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:*

*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:*  No 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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

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

*Discussion:* I have a copy of all director’s reports if you need a copy. Please see me individually for update.

*Outcome, Actions, Timeframe:*

# IV. Risk Management

**Risk Management**

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:* **Risk Management Report**

*Discussion:* See above discussion

*Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

*1. Sub-topic:* **Productivity**

*Discussion:* See above

*Outcome, Actions, Timeframe:*

C. Potential regulatory audits and/or investigation of operations

*1.* *Sub-topic:*

*Discussion:* **No Discussion**

*Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan FYI

*1. Sub-topic:*

*Discussion:*  **No Discussion**

*Outcome, Actions, Timeframe:*

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

1. *Sub-topic:* **Forms**

*Discussion:*  See email sent with updated form information

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

*2. Sub-topic:* **Truancy Court and Case Staffing**

*Discussion:*  Truancy Court will be held again on January 18th at 330pm but will subsequently depend on cases and obtaining a new School Board Attorney. Case staffing is scheduled for January 10th, 2023 at 1230 pm where we will review 3 youth.

*Outcome, Actions, Timeframe:*  **To be held on 01/10/2023.**

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Respectfully submitted by:

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| Jessica Bechtold |  | 12/20/2022 |