**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: January 28th, 2021

Time: 10am

Location: Remote for Bivens

Date of Next Meeting: February 25th , 2021

Attendance: (Remote) Jessica Bechtold, , Jennifer Wilkison, Evelitza Soto, Riley Redington, Mary Simmons, Memphis Robertson, Hayley Curilla, Kim Diaz, Isaiah Harmon

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

 *Discussion:*  No discussion

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

B. Marketing and Business Development

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

 *Discussion:* Discussed school outreach, outreach forms, school contacts and utilizing prevention staff as a tool.

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

C. Regulatory Issues

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

 *Discussion:*  Jess discussed upcoming CARF review

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

2. *Sub-topic:*  **Employee Handbook Update**

 *Discussion:* Jess reminded staff to read and sign acknowledgement

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

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **DJJ COVID protocols**

 *Discussion:* Jess reminded staff of DJJ protocol as it pertains to covid 19 and safety requirements as well as updated Covid questions

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

*2.**Sub-topic:* **Counselor/ Case Manager Positions/ SNAP**

 *Discussion:* Jess discussed open positions as well as current interviews. Jess introduced Memphis Robertson ( SNAP Program Facilitator). Corey Collins and Jessica Bechtold will be conducting second interviews next week.

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

*3. Sub-topic:* **Training**

 *Discussion:* Please complete all training on Bridge, skillpro and intranet.

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

 E. Annual Budget Planning and Process

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

 *Discussion:*  Jess received and reviewed updated budget

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

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

*1. Sub-topic:*  **Sanitation of Building**

 *Discussion*: Staffs have been reminded to sanitize the building at each building visit. Continue to use social distance measures, stagger sessions if not remote, screen for virus according to CDC standards, use biggest conference room to ensure distance, wipe down tables, chairs, door knobs, phones, computers, bathrooms and any other applicable items, etc., wash hands regularly and thoroughly, utilize available hand sanitizers, gloves and other safety measures.

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

*2. Sub-topic:* **Drill for January 2021**

 *Discussion:* Jen Wilkison completed safety drill for January 2021

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

B. Self-Inspections (Reports, analysis, and recommendations)

*1. Sub-topic:* **Fire inspection**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Incident Reports (Reports, analysis of trends, recommendations)

*1. Sub-topic:*

 *Discussion: No Discussion:* **No discussion**

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

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

 *Discussion:*  Please continue to submit charts in a timely manner for signature. Jess discussed specifying “ electronic signature” on electronically signed documents.

 *Outcome, Actions, Timeframe:* **Please review charts thoroughly before submitting.**

B. Outcome Management (status, reports, recommendations)

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

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

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

 *Discussion:* Jess discussed upcoming peer reviews to be scheduled in February/ March 2021

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

D. **Policy and Procedure Updates and/or Review for Your Information from CINS/FINS Meeting: Review/Recap from last CINS/FINS**

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Coordinator’s Budget**

 *Discussion:*

 *Outcome, Actions, Timeframe*

B. Marketing and Business Development

*1.*  *Sub-topic:*

 *Discussion:*

Outcome, Actions, Timeframe:

C. Regulatory Issues

*1.* *Sub-topic:*

 *Discussion:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

A. External Inspections

*1. Sub-topic:*  **Building Sanitation**

 *Discussion:*  Discussed current practices

 *Outcome, Actions, Timeframe:*

B. Self-Inspections (Reports, analysis, and recommendations)

*1. Sub-topic:* **Program Safety Issues Update**

 *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:* **Staff Meeting Minutes**

 *Discussion*:

 *Outcome, Actions, Timeframe:*

. 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:* **Fiscal**

 *Discussion:* Discussed covid covid supplement

 Outcome, Actions, Timeframe:

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

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Strategic Plan/Role Plays**

 *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:* **COVID19**

 *Discussion:* See Self-Inspections (Reports, analysis, and recommendations)

 *Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

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

 *Discussion:*

 *Outcome, Actions, Timeframe:* Pending

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:*  No Discussion

 *Outcome, Actions, Timeframe:*

**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:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

 *Discussion:* **No Discussion**

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Strategic Plan**

 *Discussion:* See marketing and business development.

*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:*

 *Outcome, Actions, Timeframe:*

*5. Sub-topic:* Community Relations plan

 *Discussion:*  **No Discussion**

*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:* **IT**

*Discussion:* Jess reminded staff to update Zach on all IT related issues.

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

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:*

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

B. Counseling and Programming Issues

 *Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

1. *Sub-topic:* **SNAP and Misc.**

*Discussion:*  SNAP Staff offered updates in their respective programs.

*Outcome, Actions, Timeframe:* **Thank you to all staff for all of your hard work and support during this transition.**

*2. Sub-topic:* **Truancy Court**

*Discussion:* At last update, Alachua County Truancy court is still on hold due to COVID19.

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

Respectfully submitted by:

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| Jessica Bechtold  |  | January 28th, 2021 |