**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: 1-29-2015

Time: 9:00 am

Location: Bivens

Date of Next Meeting: February 10, 2015

Attendance: by distribution Isaiah Harmon Ashley Calhoun, Jessica Bechtold ,Mary Simmons, Lane Devereaux Joy Brown, Peggy Vickers

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **Spotlight on Youth Sponsors**

*Discussion: Radha asked for assistance in generating sponsors. If you have any additional ones please let Radha know.*

*Outcome, Actions, Timeframe:* **Suggestions included: Safe Place sites, WW Gay, Publix,**

**Hitchcocks, Get vendor list from Fiscal, In-kind contributors, Sally Lawrence for**

**Medical Society contacts, Greek system at UF, Hotels If you have contact information**

**for any sponsorship you think would be good to pursue, please share it with Radha**

*2. Sub-topic:* **CARF Schedule**

*Discussion: E-mailed CARF Site Survey Schedule Feb 18-20. This will get more detailed as we move along.*

*Outcome, Actions, Timeframe:* Staff should be prepared to be interviewed. Please ask parents/participants if they are interested in being interviewed.

*3. Sub-topic:* **Challenge Grants**

*Discussion:*

*Outcome, Actions, Timeframe:* **Our request for IYP NW was approved. The other Grant**

**application was not funded.**

*4. Sub-topic:* **Facebook**

*Discussion: Jess and Ashley sent an article to go on Facebook.*

*Outcome, Actions, Timeframe:* **Ashley/Jess please send a picture of just the two of you to add to the article to Lindsey Faber at IYP East. Pictures of people require a photo release. Peggy will e-mail you the release.**

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Probationary Non-residential Staff**

*Discussion: We need to seriously explore running appropriate non-residential groups. This needs to be discussed further with non-residential staff with their managers.*

*Outcome, Actions, Timeframe:* **Staff who do not appear on task to meet the caseload expectations should have their probationary status continued for 90 days**

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **ACCESS Posters**

*Discussion:* *Liz distributed new ACCESS posters*

*Outcome, Actions, Timeframe:* **Joy please post**

E. Annual Budget Planning and Process

*1. Sub-topic:* Strategic Plan

*Discussion:*  *Creating a youth oriented environment*.

*Outcome, Actions, Timeframe:* **Ashley agreed to order some youth oriented materials.**

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:*

*Discussion*:

*Outcome, Actions, Timeframe:*

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

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

*Discussion:*  *Please try to review several peers charts.*

*Outcome, Actions, Timeframe:* **Peer reviews are due 3/31/15.**

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

*1. Sub-topic:* **CCC Reports**

*Discussion:*

*Outcome, Actions, Timeframe:* **CCC Reports are no longer required to be sent to the Florida Network, unless specifically requested. Sam will update our policy**

# III. Quality Improvement

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

*1. Sub-topic:* **Q.I. Goals Tracking Training (Drop Box)**

*Discussion:*

*Outcome, Actions, Timeframe:* **Please keep up with your training record on Drop Box.** **Let Peggy know if you have any problems.**

*2. Sub-topic:* **QIC Meeting Social Media, Red Flag Training (Boundaries), Risk Factors, Cell Phones**

*Discussion:*  **Cell phones:** We need to limit staff access to personal cell phones at work, by either giving them a secure place to store them in the shelter or requesting that they lock them in their cars. There is no supervision benefit for staff to have personal cell phones while in the shelter. We will continue the discussion at the next meeting. **Social Media** Some Network agencies have had issues with staff having contact with former clients on social media. Sam will review our policy. **Red Flag Training (Boundaries)** this requirement includes looking at issues related to professionalism and trauma informed care as two examples. **Other Notes:** Some shelters are putting all the kids’ cloths in the dryer upon admission. We will discuss responding to bed bugs again at the next meeting. **DV Respite:** If a DV Respite admission is denied, the denial must be entered into NETMIS. **Probation Respite:**  Youth must already be on Probation not at the Intake stage. **Nurses:** When we get nurses each shelter needs to implement a wellness program for participants **PAT** We should retain the overview report and the discharge report in the participant files.

*Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Delinquency Offenses;**

*Discussion:*  Here is the breakdown /highlights for our Circuit in this report for percentages:

Delinquency Offenses:

Alachua – stays the same

Baker –increase of 2%

**Bradford- decrease of 23 %**

Gilchrist-increase 2%

**Levy -decrease 24 %**

**Union- decrease 11 % !!**

*Outcome, Actions, Timeframe:* Great job Bradford /Union team !!! and big Congrats to Levy ….Very Impressive  !!

In other statewide stats VOP non law  down 17% and Pros. Previously deferred down 17 % Petit Thefts are  substantially down along with Dis Conduct, Alcohol Offenses (down 32 % ) and other misdemeanors. Felony offenses Auto Theft is up by 17% & but stolen property offense down by 23 %

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

*Discussion: We are seeing significant reductions in the overall numbers and by school. The total numbers by grade there is a predictable increses in middle school.*

*Outcome, Actions, Timeframe:* **The SARB is developing a plan for Truancy Roundup and a Truancy Sweep in Alachua County.**

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**

*2. Sub-topic:* **PAT**

*Discussion:* Amy Greenwald is the state contact person for PAT issues including training. [<mailto:Amy.Greenwald@djj.state.fl.us>]

*Outcome, Actions, Timeframe:* **Must be initiated and entered within 72 hours; 7 days to**

**Complete.**

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:*

*Outcome, Actions, Timeframe:*

*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 and Risk Management Reports**

*Discussion:* Available up front by Joy’s Desk.

*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:*

*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:***Risk Factor Form**

*Discussion:*

*Outcome, Actions, Timeframe:* **Please continue to use this form.**

*2. Sub-topic:* **Use of our shelter lobbies for DCF/PFSF youth**

*Discussion:*

*Outcome, Actions, Timeframe:* **If you refuse a request to use the lobby, see if it is possible**

**in one of our other shelters and inform other shelters of your position.**

*3. Sub-topic:* **Non-residential Groups**

*Discussion:* Talked about how other non- residential programs are doing these for their participant. *Ashley/Jess are beginning groups in Gainesville towards the end of February.*

*Outcome, Actions, Timeframe:* **Lane needs to work toward implementation of this**

**idea at a school locations where it makes sense.**

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Peggy Vickers |  | 02/02/2015 |