**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date 2/27/25

Time: 12

Location: Bivens

Date of Next Meeting: 3/21/25 at 12pm

Attendance: Olivia Hollier, Collin Weisner (Reviewed 2/25/25 due to school schedule), Nicholas Rosario (Reviewed 2/25/25 due to school schedule) Erin Andres, Melissa Rider, Jessica Bechtold, Elizabeth Paz,

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

*Discussion:*  Projected to be complete by July- August 2025. FAC submitted purchase request on 2/26/25. Awaiting approval.

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

B. Marketing and Business Development

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

*Discussion*: Discussed February’s outreach efforts (See Pgm Report).

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

C. Regulatory Issues

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

*Discussion:* Completed Q3 peer reviews for 2/27/25.

*Outcome, Actions, Timeframe:*  **Complete**

*2. Sub-topic:* **Supervision**

*Discussion:*  Jess and the team to schedule supervision for the month of March.

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

*3. Sub-topic:* **Productivity**

*Discussion:* Reviewed current productivity. A huge thank you to the team for a job well done despite being a position down.

*Outcome, Actions, Timeframe:* **Complete**

*4. Sub-topic:* **7 Day Letters, building closing process, surveys, reopens, cases over 90 days, in person Training “Plans” in SNAP**

*Discussion:* Reviewed 7-day letter requirements and surveys before and at closing, discussed the need to monitor cases over 90 days and that the extensions should be an exception and only done when approval and support can be obtained for the extension. Reopens should have gaps in between reopening to measure success and access goals. “Preferences” should include px and family preferences rather than px and family “plans) and finally, Turn off all lights, fans, decorative plug ins at the end of the day. No lights (or accessories) should be on in the building as it is a fire hazard.

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

*5.**Sub-topic:* **Notifying other parent**

*Discussion:* Continue to notify and obtain consent from other parent, document all attempts to inform.

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

D. Human Resource Issues (Staffing and Training)

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

*Discussion:*  Fac Counselor/ Case manager candidate is currently in BG screen. Awaiting results.

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

*2. Sub-topic:***Training**

*Discussion:*  Continue to complete requested annual trainings unless otherwise notified. Reviewed emergency preparedness call downs, Phases, emergency community partners (see email)

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

*3. Sub-topic:* **Form Updates**

*Discussion:* Please pay attention to all online form updates. Please refrain from editing forms. Submit request for changes if you identify a need for change on the form.

*Outcome, Actions, Timeframe:* **Complete**

E. Annual Budget Planning and Process

*1. Sub-topic:* See above

*Discussion:* See in budget

*Outcome, Actions, Timeframe: Ongoing*

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

A. Internal Inspections

*1. Sub-topic:* **Drill / Med kits 2025**

*Discussion:*  Drill completed on February 19th, 2025. Maintenance logs completed for February 2025.

*Outcome, Actions, Timeframe****:*  Complete**

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

*1. Sub-topic:* **Air conditioning repair**

*Discussion:* An air conditioning repair was completed for the Bivens building on 2/4/25. Awaiting quote for an additional window repair in ste 7.

*Outcome, Actions, Timeframe:* **Pending window arrival.**

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:* **Documentation**

*Discussion:*  Ensure all 30, 60,90-day reviews are done in a timely manner, all signatures and attempts completed by the due date and all initial chart review/plan reviews handed in within the first week of intake. Document all items that contradict policy (cases beyond 90 days etc.)

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

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **See Risk Management report in email**

*Discussion: See report*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic*

*Discussion:*  See Regulatory Issues

*Outcome, Actions, Timeframe:*

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

**I. Business Operations:**

A. Monthly Budget (revenue and Expenses)

*1. Sub-topic:* **Budget and Deliverables (Cindy S-H)**

*Discussion:* Reviewed Risk management report, needs of contract and productivity. Budget tentative and upcoming.

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

B. Marketing and Business Development

*1. Sub-topic:* **Grants, fundraisers and media opportunities discussed.** (Phil K)

*Discussion:*  Phil discussed Hill day February 12th, Legislative Delegation (with Fl Ntwk), Midici Flyer and Kendra Scott, meridian the Annual celebration on November 13th, 2025, discussed ACSO and new Vans, and discussed upcoming

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

*2.* C. Regulatory Issues

*1. Sub-topic:***QI preparedness and ready status**

*Discussion:* DCF and QI audits are upcoming for programs outside of Central.

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

*2. Sub-topic:* **Q3 Peer reviews and electronic submissions**

*Discussion:*  Discussed efficacy of electronic submissions and due dates for Q3.

*Outcome, Actions, Timeframe:* **Complete**

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Job postings**

*Discussion:* Posted. Discussed ways in which to apply.

*Outcome, Actions, Timeframe:* Pending

*2. Sub-topic:* **Tentative Budget and PO Procedures**

*Discussion:* Discussed tentative budget, PO/ ordering process through approval, fiscal and supported by receipts.

*Outcome, Actions, Timeframe: Ongoing*

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:* **Peer reviews/ QI**

*Discussion:* Discussed questions and concerns with new updated process. Each pgm to test newer electronic method to see which works best for them.

*Outcome, Actions, Timeframe:* Ongoing

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:*

*Outcome, Actions, Timeframe:*

**III. Quality Improvement**

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

*1. Sub-topic:* **Q2 complaint and grievance (**Cindy S)

*Discussion:* Alex discussed Q2 complaint and grievances.

*Outcome, Actions, Timeframe:* **Review critical areas and prepare for upcoming monitoring visits.**

2. *Sub-topic:* **Forms and updates**

*Discussion:* Please ensure forms are up to date. Copies of updates upon request.

Outcome, Actions, Timeframe: February report will be due on Monday 2/6/25.

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Progress toward performance measure goals/production expectations** (Cindy

*Discussion:* January and February 2025 productivity have improved for both months in shelter and Non-Residential.

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

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **QI planning** (Cindy S-H)

*Discussion:* Addressed in III(A)(1) above.

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

D. Policy and Procedure/Forms Updates and/or Review (Cindy S )

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

E. Participant Complaint and Grievance (specific and quarterly review if trends) (Cindy S)

*1. Sub-topic:* **Grievance review Quarterly report**

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

# IV. Risk Management.

A. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:* **Accessibility Plan/ Volunteer and youth Participation Plan and Job Duties**

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **New Phishing icon on email**

*Discussion:* Please hit the phishing button on all suspicious email.

*Outcome, Actions, Timeframe:* Ongoing

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:*

*Discussion:*  No Discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*Sub-topic:* **Summer Enrichment**

*Discussion:*  Please complete your plans and flyers to April 16th meeting.

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

**VI. Other Business:**

*1. Sub-topic:* **Best Wishes Sabriena!!!** (Cindy S)

*Discussion:* Jess B received quote from local UF provider on 1/30/25

*Outcome, Actions, Timeframe:* **Sent to Cindy and Phil for review.**

*2. Sub-topic:* **SNAP Program contract update**

*Discussion:* Discussed cross shadowing in Shelter.

*Outcome, Actions, Timeframe:*

**IV. Risk Management**

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:* **Fl Network report from Liz Tschumy distributed.**

*Discussion:* Distributed to team

*Outcome, Actions, Timeframe:* **Reviewed**

*Outcome, Actions, Timeframe:* **Complete**

B. Employee Concerns or Complaints

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

*Discussion:* See above

*Outcome, Actions, Timeframe:* **Phenomenal job and a congratulations to Community Counseling and Shelter staff,**

C. Potential regulatory audits and/or investigation of operations

*1.* *Sub-topic:*

*Discussion:* See above

*Outcome, Actions, Timeframe:*

**V. Information Technology**

A. Technology Plan FYI

*1. Sub-topic:*

*Discussion:*  Awaiting Erin’s phone repair, Collin’s phone, and intern phone

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

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:*

*Discussion:*  No Discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*Sub-topic:* **Documentation and entry**

*Discussion:*  Documentation due within 24 hours.

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

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

*Discussion:*  No Truancy Court for the month of February.

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

1. *Sub-topic:* **Case Staffing**

Discussion: Jess emailed committee notifying that there are no Case Staffing’s for the month of February. CINS FINS Training with Ed Wilton was held on 2/21/25 at 10am.

*Outcome, Actions, Timeframe:* **Complete**

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| Jessica Bechtold |  | 2/27/25 |