**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date 3/21/25

Time: 12

Location: Bivens

Date of Next Meeting: 4/22/25 at 11pm

Attendance: Olivia Hollier, Collin Weisner, Nicholas , Theresa Merritt, Rosario Erin Andres, Melissa Rider, Jessica Bechtold,

Absent: Elizabeth Paz

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

*Discussion:*  Projected to be complete by July- August 2025.

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

B. Marketing and Business Development

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

*Discussion*: Discussed March outreach efforts (See Pgm Report).

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

C. Regulatory Issues

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

*Discussion:* Scheduled Q4 for May 23rd, 2025.

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

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

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

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

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

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

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

*4. Sub-topic:* **Paylocity**

*Discussion:* Discussed new changes to payroll, time off requests etc.

*Outcome, Actions, Timeframe:* **Awaiting links for the team to sign up**

*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:* **Updated documents**

*Discussion:*  Individual plan includes disclaimer and Clinical supervision includes an FNY/ name slot.

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

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

*Discussion:*  Deaf and Hard of Hearing 1-3 has changed on Fl Mylearn to : “Foundations of disability rights” Jess asked team to document this as Deaf and Hard of Hearing1-3/ Foundation of disability rights until the Network changes title expectations.

*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**

*Discussion:*  Drill and Maint. Log completed on 3/27/25.

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

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

*1. Sub-topic:* **Window repair**

*Discussion:* Ste. 7 window repaired on 3/20/24

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

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 30 days from last review (count 4 weeks from last date). All signatures and attempts are to be documented and supported. Initial chart submissions are to be handed in within the first week of intake. Document all items that do not follow policy (cases beyond 90 days etc). If there is a challenge handing in the individual plan for signature, please complete the IP at intake to mitigate having to remember to hand it in twice. It is the counselor’s responsibility to submit charts on time for review and to identify any needs of the chart.

*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: No Cins/ Fins for March due to audit**

**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:*

*Outcome, Actions, Timeframe:*

*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:* See above

*Outcome, Actions, Timeframe:*

**V. Information Technology**

A. Technology Plan FYI

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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 March, 2025.

*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 March. CINS FINS Training with Ed Wilton will be held on May 15th at 10am.

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

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| Jessica Bechtold |  | 3/28/25 |