**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: June 27th, 2019

Time: 930-1030

Location: Bivens

Date of Next Meeting: July 25th, 2019

Attendance: Liz Pratt, Jessica Bechtold, Isaiah Harmon, Joy Brown, Evelitza Soto, Cassandra Denham, Carlos Aguirre, Mary Simmons

Absent: Corey Collins, Joy Steiner

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

 *Discussion:*  Reminded staff to obtain supervisor permission for overtime

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

*2. Sub-topic:* **Timesheets**

 *Discussion:*  Reminded staff to review timesheets and calculations before submitting.

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

*3. Sub-topic:* **Travel**

 *Discussion:*  Reminded staff to submit all travel and reimbursements before end of fiscal year.

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

B. Marketing and Business Development

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

 *Discussion:* Continue providing efforts within this area

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

C. Regulatory Issues

*3. Sub-topic:* **JJIS Entry reminder**

 *Discussion:*  According to Fl. Network, DJJ will only pay for youth who are entered into and exited out of the JJIS System. The following items must be entered accurately and completely. JJIS ID, Intake and exit dates, release reason.

 In addition, JJIS entry must identify actual risk factors identified during the intake and on the needs assessment.These selections must reflect the issues identified.

 *Outcome, Actions, Timeframe:* It’s critical to enter Participants into JJIS in a timely manner, otherwise payment is withheld.

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

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Open Counselor/ Case Manager Position**

 *Discussion:* After two years,Joy Steiner will be leaving Family Action at the end of June. We thank Joy for all of her hard work and contributions to Family Action and with her the best of luck in the future.

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

 E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*  **No discussion**

 *Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

*1. Sub-topic:*  **Monthly Drill**

 *Discussion*: Joy Brown completed the drill for the month of June.

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

*2.**Sub-topic:*  **Emergency Disaster plan**

 *Discussion*: Staff and Jess reviewed building plan for Emergency or disaster, distributed phases 1-4, call down list, p-1054, 1055, 1056. Gave copy.

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

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:* **No Discussion**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1.* *Sub-topic:* **CINS/FINS Performance report**

 *Discussion:*  Jess had staff review Fl. Network CINS/FINS contract performance report

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

B. Outcome Management (status, reports, recommendations)

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

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*Sub-topic:*

 *Discussion:* **See Quality Improvement**

 *Outcome, Actions, Timeframe:*

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:* **Youth Care Worker Budget/Overtime**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Please continue to focus your efforts in this area.**

B. Marketing and Business Development

*1.*  *Sub-topic:*

 *Discussion:*

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:* **PAT Assessment Update (See above)**

 *Discussion:* Discussed feedback from Family Action

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

*2.**Sub-topic:* **Disaster Plan Review**

 *Discussion:* Please review disaster plan In June staff meeting.

 *Outcome, Actions,* Timeframe**: Inventory and restock emergency supplies and review emergency disaster plan with staff.**

*3. Sub-topic:* **JJIS reconciliation and entry**

 *Discussion:* See above

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:*

 *Discussion:* no discussion

 *Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:* **Computers for Medication Dispensing**

 *Discussion:*  We will need a new computer for the updates required by the Pyxix machines. This should be located in the medication room. Consider whether you want laptops or desk tops.

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

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

A. External Inspections

*1. Sub-topic:*

 *Discussion:*  See above regarding GPD Safety training and plan

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Search Policy**

 *Discussion:*

 *Outcome, Actions, Timeframe:* Pending

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:* **Sexual Orientation, Gender Identity. Gender Expression**

 *Discussion*:

 *Outcome, Actions, Timeframe:* **Continue to update other sites on progress in this area.**

*2. Sub-topic:* **East QI results and feedback and upcoming QI for NW.**

 *Discussion:**Discussed results and expectations*

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

. 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:* **Search Policy**

 *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/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:* **CINS Performance Packet** / **Fl Network reports**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

***1. Sub-topic:* Medical Insurance**

 *Discussion:*  Discussed concerns and possible solutions with increase in insurance premiums

 *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:*

 *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:*

 *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 FYI

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

*Discussion:* No 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:*

 *Discussion:* **No Discussion**

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

1. *Sub-topic:* **Family Action and SNAP**

*Discussion:*  SIS is in full swing this week with the official beginning of 21CCLC summer camp!  We are doing a 4th and 5th grade combo class.  Our first session was June12th. The students have really been amazing so far and we are looking forward to seeing them not only embrace the SNAP concepts but also use these concepts as we continue through our summer together.

 SNAP Clinical began their SNAP Girls Group on May 28th. SNAP clinical is currently serving five families. On June 18th - June 20th is our SNAP Lead Training in St. Petersburg. SNAP Staff members will be able to interact with Desiree Phillips, Senior Trainer-Consultant and Community Facilitator from the Child Development Institute of Toronto, Canada. The topics that the SNAP Lead Training will be going over is the following:

-SNAP program principles and concepts

-Strategies to effectively engage and maintain families in SNAP groups;

-Highlight team successes

-Site specific discussion planning

-Networking with other SNAP teams

-SNAP Team Dynamics

-Contract Deliverables and Policies

*Outcome:* **Ongoing**

*2.* *. Sub-topic:* **Family Action Misc.**

 *Discussion:* On June 13th, CDS held its annual Benefits meeting and Esprit De Corps ceremony. A big congratulations to Cassi for being awarded an Esprit De Corps award. We thank for her continued efforts in making this program a success. In related news, congratulations are in order for Corey Collins who won “Networker of the Year” for his commitment “to improving the future of our youth.” We appreciate and congratulate you both for a job well done and awards that are well deserved!

Family action submitted a CINS petition and an arraignment will be held July 17th at 330pm and Mary Simmons and Jessica Bechtold will serve as representatives for CDS. We will be holding an Alachua County Case Staffing Committee met on July 18th and we will be reviewing one Case. Mary Simmons has agreed to assist with Case Management while we fill the new counselor position. Truancy Court will reconvene in August 2019 where Liz Pratt with fill the role as CDS representative. SARB will break for the summer months but will reconvene after summer break.

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Jessica Bechtold  |  | June 28th, 2019  |