**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: August, 27th ,2020

Time: 1000

Location: Remote for Bivens

Date of Next Meeting: 09/24//2020 at 1000 am

Attendance: (Remote) Jessica Bechtold, Shauntrell Floyd, Jennifer Wilkison, Kiriam Diaz, Evelitza Soto, Corey Collins, Riley Redington, Cassandra Denham

Absent: Mary Simmons, Isaiah Harmon

**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, Bays Florida contact

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

C. Regulatory Issues

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

 *Discussion:*  Jess and staff discussed recent referrals from community partners, discussed the continuum of care with IYPC, outreach options and suggestions with prevention staff. Jess reminded staff of our ability to serve shelter participants. On August 19th, staff had an opportunity to discuss continuum of care with shelter staff during a zoom conference.

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

D. Human Resource Issues (Staffing and Training)

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

 *Discussion:* Jess forwarded DJJ protocol as it pertains to covid 19 and safety requirements

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

*2.**Sub-topic:* **SNAP Online Delivery**

 *Discussion:* Corey Collins and Riley Redington discussed their experience with piloting the new SNAP online system.

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

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

 *Discussion:* Please continue annual training requirements

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

 E. Annual Budget Planning and Process

*1. Sub-topic:* Fiscal

 *Discussion:*  Jess discussed new fiscal policy regarding timesheet submissions

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

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

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

 *Discussion*: Jess, Roy and Staff will continue to sanitize building including but not limited to times when the building has been occupied. Staffs have been asked 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. Jess and Roy met at Bivens on June 26th in order to place 6-7 foot markers on ground and posted signs related to COVID-19.

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

*2. Sub-topic:* **Drill for August 2020**

 *Discussion:* Jen Wilkison completed the Hurricane safety drill for August, 2020.

 *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

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

B. Outcome Management (status, reports, recommendations)

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

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*Sub-topic:* **Peer reviews**

 *Discussion:* Due to Covid-19 and social distancing, staff are unable to complete peer reviews at this time. Jess submitted documentation to data explaining the challenges.

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

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:* **Amazing Give**

 *Discussion:* Autumn discussed Amazing Give

Outcome, Actions, Timeframe:

C. Regulatory Issues

*1.* *Sub-topic:*

 *Discussion:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **MAB Training**

 *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 fiscal policy and timesheet due dates

 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:* Zach continues to assist staff in transitioning from in office to remote.

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

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:* **QI Indicators**

 *Discussion:* On FL Network Website.

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

 *Sub-topic:* **Program Challenges**

 *Discussion:* Discussed Challenges and concerns regarding productivity

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

**VII. Other Business:**

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

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

*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  |  | August 27th, 2020  |