**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 11/28/2022

Time: 2pm

Location: Bivens

Date of Next Meeting: 12/19/2022

Attendance: Arielle Tibon, Olivia Hollier, Jessica Bechtold

Absent: Rebecca Hunt (excused)

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

 *Discussion:*  Discussion on overtime in the shelter

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

B. Marketing and Business Development

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

 *Discussion:* Family Action continues to see a consistent stream of referrals and the team maintains communication with referral sources. Jess reminded team of productivity requirements.

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

*2. Sub-topic:* **Human Trafficking**

 *Discussion:*  On 11/21/22, Jess, Cindy and Phil Met with Melanie Mitchell from PFSF and Sandi Brannan to discuss ways to improve services for those at risk of Human Trafficking. Jessica, Melanie and Yolanda to meet during the week of December 5th.

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

C. Regulatory Issues

*1. Sub-topic:* **Documentation and parent clarification form**

 *Discussion:*  Jess clarified expectations regarding notification of other parent and the parent clarification form. Jess reminded the team that tis form does not preclude them from making attempts to notify the other parent and that they are still required to make efforts notify another guardian if they are not present.

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

*2. Sub-topic:*  **Notifications and reminders**

 *Discussion:* Jess and team discussed family and px notification reminders/ remote links for sessions/intakes and discussed frequency, methods and time frames.

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

D. Human Resource Issues (Staffing and Training)

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

 *Discussion:* Please review training files for upcoming QI audit.

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

*2. Sub-topic:* **Open positions**

 *Discussion:* We are currently advertising for two counseling positions and just made an offer for the Administrative assistant position. Jess sent St. Leo listing as well just in case they may have counseling students interested in applying.

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

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

 *Discussion:* Jess reminded team to complete all annual training by the end of the year ad reminded each to use training check list in order to ensure completion.

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

E. Annual Budget Planning and Process

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

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

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

 *Discussion*: Discussed sanitation schedule. Continue to use social distance measures, stagger sessions if not remote, 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.

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

*2. Sub-topic:* **Drill for November 2022**

 *Discussion:* Jess completed drill for November 2022.

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

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

*1. Sub-topic:* **Fire Inspection**

 *Discussion:*Initial **Fire. Reinspection on November 23rd, 2022.**

 *Outcome, Actions, Timeframe:*

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

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

 *Discussion: No Discussion:* **Discussed Abuse report process and documentation as a refresher**

 *Outcome, Actions, Timeframe:* Completed

# III. Quality Improvement

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

*1.* *Sub-topic:* **Charts**

 *Discussion:*  Jess reminded team to document reason parents choose remote services. In addition, Jess reminded team to add emergency contact to front page of remote release.

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

*2. Sub-topic:* **Releases and communication**

 *Discussion:*  The team discussed important items to gather/ exchange with CDS programs and with referral sources when we have a release.

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

B. Outcome Management (status, reports, recommendations)

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

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

 *Discussion:*

 *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:* **Directors monthly budgets**

 *Discussion:*  Overtime

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **Feedback on Annual meeting**

 *Discussion:* Cindy asked team for feedback on annual meeting

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

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

 *Discussion:*  Cindy reviewed updates with team and reminded team to conduct 30, 60, and 90 day reviews. The team discussed topics concerning gender pronouns .

 And the team should pay particular attention to plan initiation dates, plan completion dates, Nirvana within 72 hours for shelter and 2-3 face to face contacts for non residential.

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

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

 *Discussion:* Ensure training requirements are met

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Accessibility**

 *Discussion:* Discussed barriers to services, staff representation and youth served, community access and language barriers. Jessica Bechtold sent out translation line to other members of the team.

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Records requests**

 *Discussion:* Please scan all records requests to Cindy Starling.

 *Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:* **Annual Budget/Overtime**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

A. External Inspections

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

 *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:* **Standardizing Material to include in the Residential files**

 *Discussion:* Almost complete on Residential files.

 *Outcome, Actions, Timeframe:*

*2.* *Sub-topic:* **QI****Peer Reviewers/ Preparing for QI**

 *Discussion:* Managers should be paying close attention to files and all operations. Our goal is to be QI ready at all times. Review current Network P&P manual for discussion at November CINS/FINS meeting

 *Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **Basic Center Grant Program Report Due/90 day follow ups.**

 *Discussion:* 30/60 required for Florida Network. 90 day reviews required by BCG.

 *Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

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

*Discussion:* surrounding levels of supervision.

*Outcome, Actions, Timeframe:*

 *3. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

 *4. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*5. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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*

 *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:*

 *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

*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:*

 *Discussion:*

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Pending Lists**

 *Discussion:* I have a copy of all director’s reports if you need a copy. Please see me individually for update.

 *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:*

*Discussion:*  **No Discussion**

*Outcome, Actions, Timeframe:*

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

 *Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

1. *Sub-topic:* **Forms**

*Discussion:*  See email sent with updated form information

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

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

 *Discussion:*  Truancy Court will be held again on January 18th at 330pm. We are actively working on scheduling Case Staffing which will be held within the next two months.

 *Outcome, Actions, Timeframe:*  **Ongoing/ Pending scheduling availability of committee members.**

3*. Sub-topic:* **\*Reminder\* Wrap Around Services**

 *Discussion:*  Please be on the lookout for any potential referrals to either SNAP or IYPC. Evelitza agreed to send additional information for the team. Discussed appropriate ways to refer between programs.

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

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Jessica Bechtold  |  | 11/30/2022  |