**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: December 10th, 2019

Time: 930-1030

Location: Bivens

Date of Next Meeting: January 30th, 2019 at 930am.

Attendance: Liz Pratt, Jessica Bechtold, Cassandra Denham, Mary Simmons, Jennifer Wilkison, Kiriam Diaz, Evelitza Soto, Corey Collins, Isaiah Harmon

Absent: Diana Jones (Excused)

**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

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

B. Marketing and Business Development

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

*Discussion:* Jess and Staff discussed outreach for the month of December.

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

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

*Discussion:*  Discussed reminder messages to accommodate for no shows

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

C. Regulatory Issues

*1. Sub-topic:*  **HIPAA, Deaf and Hard of Hearing and Access**

*Discussion:* Please submit by the end of the Month

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

D. Human Resource Issues (Staffing and Training)

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

*Discussion:* Discussed upcoming options for retirement fund.

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

*2. Sub-topic:* **Vacation Hours**

*Discussion:* Jess reminded F/T staff to use vacation hours before end of year.

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

*3. Sub-topic:* **Salary Supplement**

*Discussion:* Discussed recent salary supplement terms and conditions.

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

E. Annual Budget Planning and Process

*1. Sub-topic:* Fiscal Audit

*Discussion:*

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

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

*Discussion*: Jennifer Wilkison completed drill for the month of December, 2019.

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

*2.**Sub-topic:*  **Safety walk through**

*Discussion*: On December 11th, Crime Unit deputy; Cary Gallop and Jessica Bechtold performed a safety walk through as well as discussed options for updating the current building safety plan. Will discuss further with upper management.

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

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:* **Florida Network Performance report/Risk Management Report**

*Discussion:*  Jess had staff review Fl. Network Benchmark/ performance report

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

*2. Sub-topic:*  **Updated policy**

*Discussion: No Discussion:* Jess reviewed policy P-1121, P-1284, P-1025, and FYRAC Non-Residential policy.

*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:* **Coordinator’s Budget**

*Discussion:*

*Outcome, Actions, Timeframe*

*2. Sub-topic:* **Youth Care Worker Budget**

*Discussion:*  Latest budgets were distributed and discussed. The overtime is down significantly. Thanks for your efforts in this area.

*Outcome, Actions, Timeframe*  **Please stay focused on overtime costs.**

B. Marketing and Business Development

*1.*  *Sub-topic:* **Valic update**

*Discussion:*

Outcome, Actions, Timeframe:

*2. Sub-topic:* **Retention supplements**

*Discussion:*

*Outcome, Actions, Timeframe:* Distributed by Direct Deposit during the week of the 9th.

C. Regulatory Issues

*1.* *Sub-topic:* **Secretary Marsteller’s visit to FJJA**

*Discussion:* Jim reported that DJJ Secretary Marsteller attended the FJJA meeting and made several points.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Initial Plan**

*Discussion:* Tracey inquired if this was being used by any region.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Pre-employment Assessments**

*Discussion:* It’s almost time to renew with Hire Select. Tracey asked for feedback regarding this tool.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Regional Group Home Meeting**

*Discussion:*Cindy reported on the meeting she attended earlier this week.

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Sabrienia Williams, new Regional Coordinator of NW Region.**

*Discussion:*

*Outcome, Actions, Timeframe:* Congratulations.

*2.**Sub-topic:* **Florida Network’s “The Big Meeting”**

*Discussion:* Tracey reminded everyone of the upcoming SNAP booster, nurses training and Why Try Level 1 training coming up in January.

*Outcome, Actions, Timeframe:* **This event is January 29-31, 2020 in Daytona Beach. Deadline is December 30th.**

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:* **No discussion**

*Discussion:*

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Program Safety Issues Update**

*Discussion:* We discussed recent situations and related safety issues and opportunities to increase safety practices. Tracey asked for updates.

*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*: We are trying to get the intranet up to date and need minutes.

*Outcome, Actions, Timeframe:* **Please send required minutes asap.**

. 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:*

*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:* Reviewed

*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:*

*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:* Bivens fax is up and running. Thank you to Zach for all of your help!

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

*2.* *Sub-topic:* Computer for Diana

*Discussion:* Jess requested computer for Diana jones. Zach is in the process of updating the front computer for Diana.

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

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:*

*Discussion:* **No Discussion**

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

1. *Sub-topic:* **SNAP December, 2019**

*Discussion:*  On December 11th and 12th, SNAP for Boys concluded the thirteen week program with a fun filled graduation ceremony. SNAP’s goal is to run a SNAP girls group and a SNAP boys group starting in January 2020. SNAP is currently in the process of finding a Case Manager. SNAP in Schools will be completing session 13 the week of December 16th. The students have worked very hard at understanding the SNAP concepts as well as putting them into action. SNAP in Schools will enter the New Year with third grade. In related news, Shell Elementary has expressed great interest in SNAP in Schools as well as our other Prevention programs and will be awaiting feedback regarding the potential grant.

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

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

*Discussion:* Finally, Truancy Court and CINS/FINS Court will not be held in December due to the winter holiday. Truancy court will reconvene on January 22nd, 2020 and CINS Court will reconvene on January 15th, 2020.

*Outcome, Actions, Timeframe:* **Thank you to all staff for all of your hard work and support in making our program a success.**

Respectfully submitted by:

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| --- | --- | --- |
| Jessica Bechtold |  | December 13th, 2019. |