**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: December 17th, 2020

Time: 10am

Location: Remote for Bivens

Date of Next Meeting: January 28th, 2020

Attendance: (Remote) Jessica Bechtold, , Jennifer Wilkison, Evelitza Soto, Riley Redington, Mary Simmons, Shauntrell Floyd

Absent: Cassandra Denham (Excused) , Kiriam Diaz(Excused), Isaiah Harmon (Excused)

**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 and utilizing prevention staff as a tool.

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

*2. Sub-topic:*  **Counselors Meeting**

*Discussion:* Cassandra Denham and Evelitza Soto attended a google meets Counselor meeting with SBAC on Dec 1,2, and 3rd to discuss CINS/FINS services.

*Outcome, Actions, Timeframe:* **A huge thank you to Cassi and Evelitza for presenting CDS services. We appreciate you!!!**

C. Regulatory Issues

*1. Sub-topic:*  **Florida Network policy and procedure Manual and QI Standards**

*Discussion:*  Jess distributed the newly updated policy and procedure manual along with QI standards and discussed changes regarding deadlines and newer training requirements *Outcome, Actions, Timeframe:* **Ongoing**

2. *Sub-topic:*  **Screenings**

*Discussion:* Jess reminded staff to attempt to conduct screenings during every referral call they receive.

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

*3.* *Sub-topic:*  **Data entry**

*Discussion:* Jess reminded staff to review NetMis and JJIS entries to ensure the information matches in each system.

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

D. Human Resource Issues (Staffing and Training)

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

*Discussion:* Jess reminded staff of DJJ protocol as it pertains to covid 19 and safety requirements as well as updated Covid questions

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

*2.**Sub-topic:* **Timesheets and vacation/ Personal Holidays**

*Discussion:* Jess discussed timesheet submissions and vacation/ personal holiday leave. Please use your personal holidays before the end of the year.

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

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

*Discussion:* Please complete all training on Bridge, skillpro and intranet. Please complete all newer trainings in clouding but not limited to the new Civil Rights training on Bridge by the 31st.

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

E. Annual Budget Planning and Process

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

*Discussion:*  Jess discussed concerns and questions related to annual supplements ( addressed individually with staff per need)

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

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

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

*Discussion*: Staffs have been reminded 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.

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

*2. Sub-topic:* **Drill for December , 2020**

*Discussion:* Jen Wilkison completed safety drill for December , 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. Jess discussed specifying “ electronic signature” on electronically signed documents.

*Outcome, Actions, Timeframe:* **Please review charts thoroughly before submitting.**

B. Outcome Management (status, reports, recommendations)

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

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

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

*Discussion:* Staff completed peer reviews and they were submitted to data on December 18th, 2020.

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

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:* **Company Logo**

*Discussion:*

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 covid covid supplement

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:* Jess reminded staff to update Zach on all IT related issues. Zach to install new phones at Bivens.

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

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:*

*Discussion:*

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

B. Counseling and Programming Issues

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

*Discussion:* Discussed Challenges and concerns

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

**VII. Other Business:**

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

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

*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 |  | December 21, 2020 |