**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Family Action-Central CINS/FINS

Date: December 20, 2016

Time: 930-1030

Location: Bivens

Date of Next Meeting: January 24, 2016 at 9:30.

Attendance: Isaiah Harmon, Jessica Bechtold, Mary Simmons, Valerie Malivuk, Chelsea Tobias, Corey Collins, Joy Brown, Carlos Aguirre, Cameron Calaverne

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:* **No discussion**

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

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

*Discussion:* Although it is common for numbers to drop in the month of December, it is important to continue outreach measures. Please remember to document your efforts. We are very fortunate in that we are receiving an increase in referrals from GPD. Some of the greatest challenges expressed by counselors stem from “no-shows” or failed- referrals as a result of an inability to get a hold of the family. Jess suggests reminder calls prior to the appointment in order to receive confirmation. Although this is not necessarily a sure way to confirm attendance, it may help decrease the amount of no-shows.

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

C. Regulatory Issues

*1. Sub-topic:* **Fair Labor Standards**

*Discussion:*  A federal court judge issued an injunction to temporarily block the changes to the Fair Labor Standards Act that were to go into effect on December 1st. In the meantime, CDS will not put any changes into effect until we hear further from the court.

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

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:***SNAP evaluations**

*Discussion:* Jess reminded Corey to complete evaluations for SNAP facilitators and staff and provided him with all necessary paperwork.

*Outcome, Actions, Timeframe:*  **Overdue evaluations due by Jan 31st, 2017. All other pending/upcoming evaluations, proceed according to individual due date.**

**Carlos, Please get your self-evaluation (sent to you in email on 12/2/16) to Corey by the week of Jan 23rd. Corey, please submit Carlos’ probationary self-evaluation, supervisor evaluation, personnel action and signed job description to me prior to his evaluation due date (2/8/16).**

E. Annual Budget Planning and Process

*1. Sub-topic:* **See above**

*Discussion:*  *No discussion*

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

*1. Sub-topic:* Complete appropriate drill for the month of December.

*Discussion*: Joy will be performing the drill this month.

*Outcome, Actions, Timeframe:* **Due this month.**

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:*  **Peer Reviews**

*Discussion:* 4th quarter peer reviews were completed on Dec 8th, 2016 at 930am.

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

*2. Sub-topic:* **QI Review**

*Discussion:*  A QI review was conducted by the Network on December 14th and 15th

*Outcome, Actions, Timeframe:* **IYP-C and Non-residential obtained all satisfactories! A HUGE thank you and congratulations to Ms. McCray, Mr. Whittier, Naomi, Travis, shelter staff and non-residential staff/counselors for the hard work! Without you, none of this would be possible!**

B. Outcome Management (status, reports, recommendations)

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

*Discussion: Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

*Discussion:* **No Discussion**

*Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review For Your Information from CINS/FINS Meeting

*1. Sub-topic:*

*Discussion:* **No 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:*

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* Accessibility Plan

*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

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:* **Performance and Risk Management Reports**

*Discussion:* **No 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:*

*Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan FYI

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

*Discussion:* Jess discussed the significant challenges with the RICHO fax machine when it is used for faxing purposes and was given permission to order a separate fax in Joy Brown’s office. On 12/19/16, the fax was ordered through Capitol and we are awaiting delivery.

*Outcome, Actions, Timeframe:* **We will notify Jordan/Laura when the fax arrives in order to ensure it is connected appropriately.**

*2. Sub-topic:* **Technological Issues**

*Discussion:* The month of December has brought with it numerous technological issues that are either currently being remedied or have already been corrected. On 12/19/16, staff at Bivens were unable to receive incoming emails from any source outside of CDS. In addition, Joy Brown has had numerous challenges with the phone at the front desk particularly with regards to extension notifications.

*Outcome, Actions, Timeframe:* **On 12/19/16, Jordan Angle resolved the aforementioned email issues and Laura Scott is currently troubleshooting phone issues with Joy Brown.**

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:* **No Discussion**

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

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

*Discussion:* Truancy court has been cancelled for the month of December and will resume in January after the holidays.

*Outcome, Actions, Timeframe:* **Pending Truancy Court date scheduled for January 23rd, 2016 at 3pm.**

**VII. Other Business:**

*1. Sub-topic:* **Case Staffing**

*Discussion:* Family Action Central/ Non Residential had been inundated with case staffing referrals sent by way of Truancy Court. School board members noted that they would be unable to attend in December due to their winter break. As a result, Jessica and Valerie agreed to hold two case staffings in January (Jan 4th and Jan 18th). Committee members have been notified and have confirmed their plans to attend. Family members will be notified shortly.

*Outcome, Actions, Timeframe:* **A HUGE THANK YOU to Valerie Malivuk for your dedication and effort towards case staffing. The time and energy it takes to fulfill these requirements is extensive and your efforts do not go unnoticed!**

*2. Sub-topic:*  **SNAP Training files and chart reviews**

*Discussion:*  Jess and the SNAP team to meet with Lauren Maldonado on January 27th, 2016 at 10am for their first DJJ Program Monitoring and Management (PMM) Review.

*Outcome, Actions, Timeframe:*  **Carlos and Corey please make the identified corrections from my chart review. Utilize this feedback to complete additional chart reviews. Corey, please begin to implement intake and discharge supervisory reviews for all charts (per our discussion).**

*3. Sub-topic:*  **Holiday Party**

*Discussion:* On December 23rd, CDS staff will be celebrating the upcoming holiday with a holiday luncheon! A big thank you to Mr. Pearce and CDS for your generosity and kindness and for making this celebration possible! An additional thank you to all those who are assisting with the preparation as well!!! Couldn’t do this without you all!!!

*Outcome, Actions, Timeframe:*  **Friday, December 23, 2016**

*4. Sub-topic:*  **SNAP Graduation**

*Discussion:*  SNAP for Boys recently completed the last cycle of 2016 and held a final graduation ceremony for cycle two on December 15, 2016. Cycle two graduated at a 100% completion rate. Congratulations to Corey Collins and Carlos Aguirre on their success.

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

Respectfully submitted by:

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| Jessica Bechtold |  | 12/20/2016 |