**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT

Date: 2/26/25

Time: 10:30 am

Location: Bivens

Date of Next Meeting: 3/19/25

Attendance: Jessica Bechtold, Alex Culbreth; Brandi Bell, Phil Kabler, Leigh Kassem, Angie Lay,

Darla Morgan, Brian Smith, Evelitza Soto, Cindy Starling-Hersey, Liz Tschumy, Angela Williams

Sabriena Williams, Zeke Whitter, Zach Toundas, Lyanne Lopez-Tormos

Absent: Latisha, Jonathan, (excused)

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Directors Budgets**

*Discussion:* The initial budget has been disseminated and will be updated monthly with actual numbers for the next 6 months and incorporate those numbers and update as needed to plan for next year’s budget. The new year’s budget should be out by Aug. 1st at the latest.

*Outcome, Actions, Timeframe:* Ongoing-6 months & 8/25

B. Marketing and Business Development

*1. Sub-topic:* **Grants and Fundraising**

*Discussion:* It has been a good period. We had a second Kendra Scott fundraiser (Dec.) and made $325. The Medici fundraiser netted $3,250 from the 5 day event. We have one upcoming at MiApa on 3/20/25. Tu Fiesta radio is set to air information about our services on their channel in Spanish to reach that demographic of our population. There is a meeting scheduled 3/24/25 with the new CEO of Meridian to discuss our services and provide them a tour of the new Central shelter. Some grant applications are coming up to be completed (NW & East). Our Annual Celebration is scheduled for 11/13/25.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **ACSO donations of two vehicles**

*Discussion:* No discussion.

*Outcome, Actions, Timeframe:* **TBD**

C. Regulatory Issues

*1. Sub-topic:* **QI preparations and audit ready status**

*Discussion:* Our DCF audit should be in the next couple of months (it is valid until May). QI audit is still upcoming for East & NW.

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Job Postings –External and Internal**

*Discussion:* If internal staff are considering a position they need to submit an application and a resume.

*Outcome, Actions, Timeframe:* **New postings upcoming**

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:*

*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:* **Peer Review Process**

*Discussion:* 3rd quarter upcoming. Please complete the forms online. Jess reported the form is very user friendly and when finished, a report can be printed.

*Outcome, Actions, Timeframe:* **Please submit to Data by 4/5/24**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Productivity status/Performance Measures**

*Discussion:* Review of Performance Packet. Our shelter numbers are much improved for January and February. Great job working the referrals and contacting families! Tours of the new shelter has really helped bring awareness. IYP-E and IYP-NW should consider tours to community partners as well. Community Counseling programs keep up the great work! SNAP for Probation Youth is supposed to be up and running by 7/1/25. It was mentioned that we need to meet with the Probation Officers to discuss.

*Outcome, Actions, Timeframe:* **As always we work as a team! Keep pushing forward, we’ve got this. Teamwork makes the dream work!**

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* **Policy and Forms Updates**

*Discussion:* Provided copies to all (see intranet).

*Outcome, Actions, Timeframe:* **Please advise all staff to print forms from intranet only. If you have a suggestion for a form change, bring it to the team for feedback and discussion.**

E. Complaint and Grievance (specific and quarterly review of trends)

*1. Sub-topic:* **Alex reviewed the Q2 complaint and grievance report***.*

*Discussion:* Alex shared that there were 28 total (3 CCC/25 UER). For UERs the majority were maintenance issues (14). There were 4 medical, 4 DCF reports, 1 runaway report, and 2 miscellaneous/non-reportable. For CCCs there were 2 medical and 1 contraband.

*Outcome, Actions, Timeframe:*

F. Planning Documents (reports, status of goals and objectives, reformulation)

*1. Sub-topic:* Strategic Plan

*Discussion:*  No 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:* **CDS Risk Management Report**

*Discussion:*  Liz reviewed the end of the month report. Alex reviewed the incident summary report for Q-2. Community Counseling intakes are doing well and shelters have picked up intakes quite well. We should be in compliance by April if not March if we keep this pace and maintain. SNAP is doing well in most areas, but needs to catch up in groups. We are also doing really well with completers and SAMH contract. Liz is working on putting an alert for IT issues to send to Zach so he immediately knows about issues.

*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

*1. Sub-topic:* **Be vigilant and report suspicious emails***.*

*Discussion:* New phishing button on all suspicious emails.

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

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Summer Enrichment Program Ideas**

*Discussion:* Please complete your plans and present flyers to Cindy ASAP, but no later than April 1st at our EMT/CINS meeting. Be prepared to discuss your plans. Out-of-county trips need to be approved by Cindy or Phil (for safety purposes) prior to travel.

*Outcome, Actions, Timeframe:* **Please be prepared to distribute flyers to our community partners and schools as soon as completed.**

*2. Sub-topic:* **Nirvana Assessment Summary report/Liz**

*Discussion:* Handout of NIRVANA analysis and review of report

*Outcome, Actions, Timeframe:* **Compilation of assessment data will be an annual FY report that we will review and address issues of significant concern.**

3. Sub-topic:

Discussion:

Outcome, Actions, Timeframe:

**VII. Other Business:**

*1. Sub-topic:*  **Best Wishes Sabriena!!!**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Cindy Starling |  | 2/26/2025 |

Name Date