**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Independent Living

Date: October 10, 2022

Time: 11:00 am

Location: 3615 SW 13th Street

Date of Next Meeting: TBA

Attendance: Stephanie, Nellie, Monae

Absent: Jasmine

**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:* **Phone call, email, text protocol**

*Discussion:* **Ensure VM remains clear and return calls in timely manner**

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

*Sub-topic:* **Annual Meeting**

*Discussion:* **Please prepare for and place annual meeting on calendar**

*Outcome, Actions, Timeframe:* **11/3/2022**

C. Regulatory Issues

*1. Sub-topic:* **30-day visits EFC JR’s and Case Plan, PESS renewals, Transition Plans**

*Discussion:* **Ensure EFC YA’s are seen every 30 days and complete JR and Case Plan when applicable; Renewal of timely PESS apps; Transition Plans every six months for underage and EFC and uploaded into FSFN’s file cabinet and noted in meetings tab. Please assign OTI for EFC out of catchment area.**

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

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Caseload Reporting**

*Discussion:* **Reviewed caseloads**

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

*Sub-topic:* **New Hire**

*Discussion:* **Jasmine is has begun certification process. She will not have an active caseload until she is certified. Monae has started as new ILC. She has preliminary certification so she can obtain five cases soon**

*Outcome, Actions, Timeframe:* **Discussed how we will handle cases and deliverables**

*Sub-topic:* **Travel reimbursements**

*Discussion:* **Please turn in all travel reimbursements for the month, before the month ends.**

*Outcome, Actions, Timeframe:* **All travel reimbursement forms will be turned in prior to end of month.**

*Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:* **Discussed how we handled hurricane preparations. Everything went well and all students were fine.**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **IL synopsis for JR report for 16 & 17 year old secondary cases**

*Discussion:* **Please ensure a written synopsis is given to primary FCC prior to JR hearing**

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

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

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

*Discussion:* **Please inform Supervisor of any incidents and/or accidents involving population served, and complete incident report.**

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

# III. Quality Improvement

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

*1. Sub-topic:* **Daniel Memorial Assessment**

*Discussion:* **Please ensure each 16, 17, and EFC YA’s are given a DM assessment, and that it is uploaded into FSFN’s file cabinet and that the assessment tab is completed as well.**

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

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **Training and CEU’s**

*Discussion:* **Please ensure trainings are up to date. 20 hours per year for CWCM certification, and please ensure CARF trainings are completed.**

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

D. Policy and Procedure Updates and/or Review

*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:*  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:*

*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:*  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:*  No discussion

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Stephanie Sheppard |  | October 10, 2022 |

Name Date