**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Prevention Services

Date: 02/22/23

Time: 4:00 PM

Location: CDS Bivens/ SNAP Conference Room

Date of Next Meeting: 03/29/23

Attendance: Lisa Campbell, Morkisha Cuyler, Latisha Geiger, Nancy Leech Gartrell, Gwen Love

Catherine Mahoney, Kevin Nelson, Ben Swilley, Vernard West, Lorin Wood

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Director’s Budget**

*Discussion:*  Gwen reviewed the budget effective through 01/31/2023 with staff. There are enough available funds in the client other and office supplies categories to accommodate the next time we do shopping for programs. Staff discussed their needs and when they needed to go shopping for supplies. Gwen shared with staff that Phil and Cindy will be working on creating the Director’s Budget for next fiscal year in March.

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **CDS Rebranding**

*Discussion:*  Gwen reminded staff of the Rebranding Ribbon Cutting event planned for 02/28/2023, 1:00 PM at Bivens. Gwen distributed CDS T-shirts with the new logo on them. Staff were instructed to wear their shirts on 02/27/23 and take a picture in the shirt and send it to Paula. Moreno.

*Outcome, Actions, Timeframe:* Please send your pictures to Paula by March 3, 2023.

*2.* *Sub-Topic:* **National Safe Place Week**

*Discussion:*National Safe Place Week will be observed March 20th – 26th. National Safe Place Day is March 22, 2023, Paula will provide additional information regarding the day and planned activities moving forward.

*Outcome, Actions, Timeframe:*

*3. Sub-Topic:* **National Child Abuse Prevention Month & Alcohol Awareness Month**

*Discussion:*The month of AprilisAlcohol Awareness Month and National Child Abuse Prevention Month. The agency will be involved in various initiatives and activities during the month related to child abuse. In our programs we should make our students aware of the observance of both during the month and distribute information.

*Outcome, Actions, Timeframe:* More information will be provided regarding CDS planned activities in the future.

*4.**Sub-Topic:* **WUFT-TV Video**

*Discussion:*  The WUFT Greater Good video that was filmed at Bivens on January 27th, is in the process of being edited. It will be aired on WUFT once the editing process has been completed.

*Outcome, Actions, Timeframe:*Paula will notify staffwhen the video will be aired on WUFT.

*5.* *Sub-Topic:* **CDS Board of Directors**

*Discussion:*Gwen shared with staff that Phil reported that we currently have 16 Board members. Fifteen of the members attended the 2/9/23 meeting. There is a Standing Development Committee and they have already met. Recruitment is still going on for a new member from the 3rd Judicial Circuit, the Palatka area.

*Outcome, Actions, Timeframe:*

*6. Sub-Topic:* **New CDS Shelter Ground Breaking Ceremony**

*Discussion:*The event isplanned to be held during March or April 2023.

*Outcome, Actions, Timeframe:* Pending

*7.* *Sub-Topic:* **LSF Town Hall Meeting**

*Discussion:*CDS will be hosting a LSF TownHall Meeting for Circuits 3 & 8 on March 1, 2023, from 1:00 PM- 3:00 PM in the large conference room at Bivens.

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:* **CDS Independent Grant Writer**

*Discussion:*  CDS has engaged the services of an Independent Grant Writer to focus on grants and other sources of revenue for the agency. She is currently working on the Basic Center Grant renewal, Federal School Lunch Program, Bank of America Foundation, for vehicle replacements and fences for the Shelters.

*Outcome, Actions, Timeframe:* Ongoing

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Pending List**

*Discussion:* Gwen reviewed the Pending List with staff.

*Outcome, Actions, Timeframe:*

*2. Sub-Topic:* **CDS Employee Handbook**

*Discussion:*Gwen distributedthe updated CDS Employee Handbookwhich was approvedbythe CDS Board on 02/09/23. Gwen also distributed the Staff Emergency Information Contact Form for staff to complete and return to Gwen.

*Outcome, Actions, Timeframe:*CDS Employee Handbook Acknowledgement Form and Staff Emergency Information Contact Forms to be signed and returned to Gwen by the end of staff meeting.

*3.* *Sub-Topic*: **CDS Staffing Updates:**

*Discussion:*Leigh Kassem, SNAP Case Manager/School Based Lead for Alachua County has been hired as the Supervisor for the SNAP program in Lake City. Tammy White has been selected for the CDS Comptroller’s position. James Berger, Accounting Assistant has been moved into the Fiscal Administrator position, which is a new position for the agency.

*Outcome, Actions, Timeframe:*

*4. Sub-Topic:* **Required Trainings**

*Discussion:*Gwen thanked staff for completing the required DCF trainings, in a timelymanner. Gwen reminded staff to work on the Bridge Competency Based trainings also.

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:* **Bivens Fire Inspection**

*Discussion:* The Fire Inspection for Bivens has been successfully completed. The Health Inspection for IYPC has been successfully completed.

*Outcome, Actions, Timeframe:*

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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:* **CDS Audits**

*Discussion:*  During the week of February 27th, three CDS programs will be audited. The LSF audit for Prevention Services, the DCF audit for the Shelters, and the Partnership for Strong Families for the Independent Living Program. This will be a busy and stressful week agency wide. Please be mindful of other departments next week. Especially, if you need something from Data, Fiscal or HR each of these Departments will be involved with all three audits.

*Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*  No 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

*1. Sub-topic:* **CDS Policies and Procedures Updates**

*Discussion:*  Gwen distributed and reviewed the updated CDS Policies and Procedures for program manuals and the internet. The policies and procedures that are agency-wide and for SAMH Programs are as follows: P-1140 Data System Requirements for SAMH, P-1253 Expenses and Accounts Payable for Program Support Services,P-1254-Support, Program Service Fees, Revenue and Receivables, P-1256 Payroll and related Liabilities and Timekeeping, P-1250, Property and Equipment, P-1246 Annual Budget, P-1202 Capitalization Policy, P-1298 Financial Close and Reporting Procedure, P-1016 Attachment Mileage Chart, P-1258 Purchase Orders, P-1039 Bloodborne Pathogen Exposure Control Program, P-1036 Drug Free Workplace Policy Under Florida’s Worker’s Compensation Law, P- 1000 Mission Statement and Program Overview, P-1207 Personnel Policies and Personnel Records, P-1292 Pre-Employment Suitability Assessment, P- 1025 Background Check, Fingerprinting for Personnel, Volunteers and Interns, P-1045 Incident Reporting Procedures, P-1000 Mission Statement and Program Overview, P-1294 Equal Employment Opportunity/Affirmative Action Policy, P-1295- Equal Employment Opportunity for Individuals with Disabilities and Protected Veterans, P-1137 Faith- Based Activities

Eliminated: P-1043 Control and Use of Facility Keys, P1005 Youth Participation Policy

*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:* **Attendance Roster Narratives and Tracking Forms**

*Discussion:*  Gwen discussed the importance of making sure that **all paper work is submitted** **on time. LSF has mandated that all data entries be completed and submitted by the first day of every month.** The data will be reviewed by LSF and if there are any submissions that are in question, LSF will notify our Data Dept. by the 5th for corrections. The LSF invoice must be submitted by the **10th of the month.** The new deadline hasestablished the need for us to submit our attendance roster narratives and our tracking forms weekly, in order for our data to be entered by the first of the month. The actual attendance rosters should be submitted no later than 3 days after the 15th and 3 days after the end of the month. Please be mindful that if the 15th and the end of the month fall on the weekend that your paperwork may possibly have to be turned in earlier. Please review all of your paper work for accuracy prior to submission. Be sure to indicate on your attendance rosters when you are absent or if there is a holiday or a school holiday. Please do not leave those days blank**. Lastly, do not turn in tracking** **forms for days you are absent from work for** **any reason.**

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

Respectfully submitted by:

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| Gwendolyn Love |  | February 22, 2023 |

Name Date