**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Prevention Services

Date: March 29, 2023

Time: 4:00 PM

Location: CDS Bivens

Date of Next Meeting: April 26, 2023

Attendance: Lisa Campbell, Morkisha Cuyler, Latisha Geiger, Nancy Leech-Gartrell, Catherine

Mahoney, Kevin Nelson, Ben Swilley, Vernard West, Gwen Love

Absent: Lorin Wood

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Director’s Budget**

*Discussion:*  Gwen reviewed the Director’s Budget effective through 2/28/23. Gwen explained that the amounts discussed did not reflect the amounts that were spent on the 3/9/2023 shopping trip. The items that were listed from Prevention Services on the Wish List for CDS Board’s Development Committee will be considered and the committee will be looking at options for funding the items.

*Outcome, Actions, Timeframe:*

*2. Sub-Topic:* **Charitable Contributions Receipts**

*Discussion:* The updated form can be located on the CFDS Intranet. The form is mandatory for cash and in-kind donations with a value of $250.00 or greater. The form can also be used *for smaller donations if requested. A copy of the form should be sent to the donor with a* “Thank You” letter attached.

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

B. Marketing and Business Development

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

*Discussion:* The event was successful. There were over 30 community and/or Chamber of Commerce members in attendance. Each CDS program had a designated area where they shared information about their programs and services.

*Outcome, Actions, Timeframe:* None

*2.* *Sub-Topic:* **HPW Coalition’s Town Hall Meeting**

*Discussion:*The Alachua CountyHealth Promotions and Wellness Coalition will behosting a Town Hall Meeting on April 19, 2023 at Gainesville High School from 6:00 PM -7:30 PM. The theme for the Town Hall Meeting is “Dare to Live” Life after the Pandemic: A Community Drug Crisis. There will be separate adult and youth tracks offered. A lite dinner will be served and there will door prizes and raffle prizes for lucky attendees. CDS will be listed as one of the major sponsors.

*Outcome, Actions, Timeframe:* Gwen will send staff a copy of the event flyer once it’s finalized and available.

*3.* *Sub-Topic:* **CDS Ground Breaking Ceremony**

*Discussion:*The date for the Ground Breaking Ceremonyhas been pushed back toMay. This event will be held at the site where the new shelter will be built. The new shelter is on track to be constructed by the end of this year.

*Outcome, Actions, Timeframe:* Gwen will update staff as the event gets closer.

*4.* *Sub-Topic:* **National Alcohol Awareness and Child Abuse Prevention Month**

*Discussion:*Gwen reminded staff that the month of April has two national campaigns going on and to place emphasis on and provide information and resources for two major societal issues.

*Outcome, Actions, Timeframe:* More information will be provided regarding activities and events offered by CDS at a later date.

C. Regulatory Issues

*1. Sub-topic:* **Deaf and Hard of Hearing Attestation Form**

*Discussion:* Gwen discussed that moving forward every time that you complete the DCF required Deaf and Hard of Hearing Training Modules the Support to the Deaf and Hard of Hearing Attestation Form most be signed and sent to our HR Specialist, Angie Lay. If the form is not on the DCF website request one from Angie.

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

*2. Sub-Topic:* **Independent Contractor/ Grant Writer**

*Discussion:* Amy Wagner, Grant Writer for the agency has submitted a grant application to the Bank of America Foundation to be used for a new van for the North West Shelter. The grant award notification will be in June 2023. She is also working on the following grant applications and fund raising projects: United Way of North Central Florida; Community Foundation of North Central Florida’s Women’s Giving Circle; Basic Center Grant renewal application; Amazing Give; and the Children’s Trust of Alachua County. She will be working directly with the Board’s Development Committee. She will also be working with Phil on introduction letters to institutional and private donor prospects.

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

3. *Sub-Topic:* **CDS Board Update**

*Discussion:*  There are now 17 Board Members. The Board is looking for members in the 3rd and 7th Judicial Circuit, (Lake City and Palatka area). Three Board Members, Daniel Crapps, Gil Levy, and Bishop Chris Stokes attended the Florida Network’s Hill Day on March 15, 2023 with Phil Kabler.

*Outcome, Actions, Timeframe:*

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:* **Equal Employment & Opportunity Policy**

*Discussion:*  Gwen discussed the contents of the policy and that discrimination will not be tolerated at any level within CDS programs and services. Staff must treat everyone that we serve and interact with equally and without discrimination.

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

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

*Discussion:* The SNAP Program in Lake City is in the process of hiring a Case Manager and Facilitators. Tammy White the new Comptroller has resigned from the position due to illness. James Berger has also resigned from the Fiscal Administrator position to take a position with another agency. Tiffany Malphrus has returned to her position in the Fiscal Dept. Jonathan Lewis will be assisting the Fiscal Dept. until a Comptroller is hired. Christina Medina, SNAP Intern started shadowing Latisha at the middle school the week of 3/13/23 as a potential replacement for Latisha for the Project Success Program at Williston Middle High School.

*Outcome, Actions, Timeframe:*

*4. Sub-Topic:* **Competency Based and CARF Trainings**

*Discussion:* Gwen discussed the need for staff who have not completed their Bridge Competency Based Trainings to do so ASAP. The CARF trainings also need to be done as well. Gwen reviewed a list of staff who need to complete theses trainings.

*Outcome, Actions, Timeframe:* Trainings need to be completed by **April 28, 2023**

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:*

*Discussion:*  No discussion

*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:*  **LSF Audit**

*Discussion:*  Gwen shared the findings from the LSF which was held on February 27, 2023. There were a few findings within our HR System. After the completion of the Deaf and Hard of Hearing Trainings, a Support to the Deaf and Hard of Hearing Attestation Form most be completed by each staff member and a copy be sent to LSF and a copy maintained in the employee’s HR file. The employee eligibility for the agency’s Notice of Participation for E- Verify and I-9 were expired or the wrong poster. The other findings were on staff Attendance Rosters and Tracking Forms. One staff member had submitted forms for a day that they were absent from work. The other findings were that 2 coalition staff members had not signed or dated their tracking forms. Our HR Specialist and Data Manager acted immediately to provide the documents in response to the audit findings

*Outcome, Actions, Timeframe:* The agency is waiting to receive the final Audit Summary from LSF.

*2. Sub-Topic:*  **DCF Shelter Licensure Audit**

*Discussion:* During the DCF Audit for the renewal of the Shelter license our HR files were audited and the Licensure Specialist were adamant regarding late staff evaluations and our Pending List process. This audit was not for our programs. However, this is an agency wide issue.

*Outcome, Actions, Timeframe:* **Directors will need to pay close attention to their Pending** **List and submit items in a timely manner**.

*3*. *Sub-Topic:* **QI Monitoring for IYPC**

*Discussion:* Family Action Central and Interface Central will be monitored on March 29th and 30th. Their audits are far more intense than our LSF 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:* **CARF 2024**

*Discussion:* Gwen discussed with staff that the CARF Survey will be scheduled for some time in 2024. Preparations for that process will begin soon. The CARF trainings should be completed no later than April 28, 2023. A list of which trainings staff needs to complete will be emailed to staff.

*Outcome, Actions, Timeframe:* Trainings need to be completed by **April 28, 2023.**

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:* **IT Needs**

*Discussion:* Prevention Services’ staff members Lisa Campbell, Latisha Geiger and Catherine Mahoney received new printers during the meeting.

*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 Rosters, Narratives and Tracking Forms**

*Discussion:*  **All paper work must be submitted on time. LSF has mandated that all data entries be completed and submitted by the first day of every month.**  Once the data entries are reviewed by LSF and there are no submissions in question, LSF will notify our Data Dept. The Data Dept. will then invoice LSF by the **10th of the each month**. The LSF deadline has required the need for us to submit our attendance roster narratives and tracking forms weekly. The attendance rosters should be submitted no later than 3 days after the 15th and the last day of the month. Please be mindful if the 15th and the end of the month fall on a weekend that your paperwork will have to be turned in earlier. Please review your paperwork 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. **Do not turn in tracking forms for any time that you are absent from work for any reason!**

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

*2.* *Sub-Topic:*  **Timesheets**

*Discussion:* The importance of filling out your timesheet correctly was discussed. Please make sure that you turn in a timesheet for the correct pay period. Be careful and make certain that your timesheet and your paperwork are cross referenced so that you do not turn in paperwork for time you are absent from work. Please calculate your hours worked correctly. Make sure that you include the date that you signed your timesheet beside your signature.

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

Respectfully submitted by:

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| Gwendolyn Love |  | March 29, 2023 |

Name Date