**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Prevention Services Staff Meeting & Training

Date: August 20, 2015

Time: 12:00 noon

Location: CDS Bivens

Date of Next Meeting: TBA

Attendance: Karly Bell, Latisha Geiger, William Hickmon, Maxine Latimer, Nancy Leech-

Gartrell, Gwendolyn Love, Tiffani Markham, Angela Sidorenko

Absent: Cory Collins, Jonathan Lewis, Rose Wilder

Guest: Dottie Baker, HPW Coalition, Laura Sanders, Linda Ellis, and Gwen Wyatt, CDS Data

Department Staff

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Coordinators Budget**

 *Discussion:* Gwen shared with staff that the end of the fiscal year budget looked good. Laura Sanders will contact Coordinators to discuss any changes that need to be adjusted for this year.

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **United Way Campaign**

 *Discussion:*  The United Way Campaign will be in September and October this year. Gwen encouraged staff to participate. She shared that the Fiscal Dept. has to do lots of work for those payroll deductions that very small. If you are planning to contribute you can donate by writing a check for the amount that you would like to give.

*2.* *Sub-topic:* **Annual Meeting/Annual Report**

 *Discussion:* The Annual Meeting will be held on November 20th, beginning at 11:40AM. This year the event will be held at Sweetwater Branch on east University Ave. Parking is available at Kirby Smith in the grass parking area. Our Keynote Speaker will be a former IYPC Central participant who is a lawyer who has a law firm in Chicago.

 *Outcome, Actions, Timeframe:* Submissions for the Annual Report are due by September15th, which include nominations for community/staff awards, success stories and pictures. Please have them to Gwen by September 11th.

*3 Sub-topic:* **Nurses**

 *Discussion:*The shelters are looking for RN’s to provide medical care to the youth while they are in our programs. If you know someone that’s an RN please let them know.

C. Regulatory Issues

*1. Sub-topic:* **Property Inventory**

 *Discussion:*  The agency is preparing for its annual fiscal audit. We will be taking pictures of items that are CDS property at our program sites and forwarding to Fiscal.

 *Outcome, Actions, Timeframe:* Latisha and Jonathan are the staff who will need to send pictures by August 28, 2015.

D. Human Resource Issues (Staffing and Training)

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

 *Discussion:* Gwen reviewed the pending list with staff.

 *Outcome, Actions, Timeframe:* Karly, Angela and Tiffani need to turn in their proof of auto insurance ASAP. Gwen will be working on the pass due evaluations.

*2.* *Sub-topic:* **“Know the Law” Training**

 *Discussion:* HPW Coalition Coordinator, Dottie Baker facilitated the evidence based training for staff. We will be implementing it with our Project Success groups and with 5th grade students to assist them with their preparation for middle school in our TGD schools.

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Retirement**

 *Discussion:* The agency anticipates around a 3% retirement contribution. More information will be provided at a later date.

 *Outcome, Actions, Timeframe:*

*4. Sub-topic:* **New CDS Board Member**

 *Discussion:*Pastor Kevin Thorpe has joined the CDS Board.

 *Outcome, Actions, Timeframe:*The Board is still recruiting new Board Members if you have recommendations please let Sam or Jim know.

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:* **Annual Audit**

 *Discussion:*

 *Outcome, Actions, Timeframe:* The audit begins September 21, 2015 . Gwen will notify staff if we are required to provide anything for the audit.

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:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* **Policy Update**

 *Discussion:* The following updates have been made:

 P-1165 Maintenance Plan and Safety Inspections

 P-1210 Facility Standards

 P-1206 Provider Governance and Management and Governing Body

 P-1049 Risk Management Plan

 P-1207 Personal Policies & Personal Records

 P-1212 Standards of Conduct

 P-1211 Operating Procedures

 P-1236 Participants Records

 P-1200 Medication- Training and Education

 P-1180 Quality Assurance Program

 *Outcome, Actions, Timeframe:* These policy updates are on the CDS Intranet. Please review.

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

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Strategic Planning**

 *Discussion:* Gwen passed out the strategic planning questions to staff. Due to time constraints staff will need to respond and return their responses to Gwen.

 *Outcome, Actions, Timeframe:* Please return to Gwen by August 28, 2015.

*2. Sub-topic:* **Employee Surveys**

 *Discussion:* Gwen distributed Employee Surveys and asked staff to fill them out and return them by August 28th.

 *Outcome, Actions, Timeframe:* Return surveys by August 28th, which will be passed on to Peggy Vickers.

*3. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*4. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*5. Sub-topic:*

 *Discussion:*

#  *Outcome, Actions, Timeframe:*

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

*1. Sub-topic:*

 *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:* **Computers for Prevention Staff**

 *Discussion:* Laura Sanders shared with staff that her Department was preparing to distribute laptops to staff. She made inquiries regarding staff needs and accessibility to computers at program sites. She informed staff that Ryan Pendry would be scheduling appointments with them to set up their new laptops.

 *Outcome, Actions, Timeframe:* Appointments will be scheduled with Ryan within the next two weeks.

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **“Data Matters”**

 *Discussion:* Laura Sanders, Linda Ellis and Gwen Wyatt discussed changes in our Level 1 Prevention Tracking Form and Attendance Rosters. The new forms have been updated to include some of the work that the Coalitions are accomplishing in the community. Gwen and Laura discussed the importance of filling out the forms correctly and making sure that all of the information regarding the program participants is correct on all documents. Linda and Gwen shared some of the common mistakes and issues that have occurred on our tracking forms and rosters. Staff had the opportunity to give Laura and her staff feedback and ask questions.

 *Outcome, Actions, Timeframe:* Laura will post the new forms on the CDS Intranet by September 1, 2015.

*2.* *Sub-topic:*

 *Discussion:*

 *Outcome, Action, Timeframe:*

*3.**Sub-topic:*

 *Discussion:*

Respectfully submitted by:

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| --- | --- | --- |
| Gwendolyn Love |  | September 10, 2015 |

 Name Date