**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Project Success Date: May 8, 2015

Time: 4:00PM

Location: CDS Bivens

Date of Next Meeting: TBA

Attendance: Karly Bell, Corey Collins, Dale Harris, Latisha Geiger, Gwen Love Absent:

## I. Business Operations:

1. Monthly Budget (Revenue and Expenses)
   1. *Sub-topic:* **End of Fiscal Year Documentation**

*Discussion:* Gwen discussed that the end of the fiscal year is approaching and that all personal reimbursements and summer program purchases have to be completed and turned in by the end of June. Staff needs to start planning and identifying items that will be needed for the summer programs in order to start processing purchase orders and setting aside time for shopping.

*Outcome, Actions, Timeframe:* Summer program shopping needs to Gwen by June 1st. All other personal reimbursements have to be turned in by June 30th.

1. Marketing and Business Development
   1. *Sub-topic:* **Spotlight on Youth**

*Discussion:* Gwen shared with staff that this year's event was successful. The Williston School of Dance performed this year. We had more visual art than we've had in the past two years combined. Gwen thanked Karly and Corey for their assistance in helping us get art from their schools. Rene Yen's daughter had several beautiful pieces of artin the show.

*Outcome, Actions, Timeframe:*

1. Regulatory Issues

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

1. Human Resource Issues (Staffing and Training)

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

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

*Outcome, Actions, Timeframe:* Dale's proof of auto insurance is past due. Karly's is due on June 22nd.

*2. Sub-topic:* **CDS Staffing Updates**

*Discussion:* Gwen shared with staff that Rene' Yen from our Fiscal Department and Daniel Segundo from the Data Department are leaving the Agency. New staff has already been hired to replace them; Tiffany Malphrus in Fiscal and Gwen Wyatt in Data. There will be a potluck luncheon for them at Bivens on May 15th at noon. Gwen distributed best wishes cards for staff to sign. Dale Harris will be leaving us on June 30th, her position will be advertised within the next several weeks.

*3. Sub-topic:* **Training**

*Discussion:*Mental Health First Aid Training will be held on May 20th 8:30AM-5:00PM.

*Outcome, Actions, Timeframe:* If you are interested in attending the training, please notify

Gwen by May 11th.

1. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

## Health and Safety: Program/Regional Coordinators

1. External Inspections

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

1. Self-Inspections (Reports, analysis, and recommendations)
   1. *Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

1. Incident Reports (Reports, analysis of trends, recommendations)
   1. *Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

## Quality Improvement

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

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

1. Outcome Management (status, reports, recommendations)
   1. *Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

1. Accreditation and Regulatory Requirements

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

1. Policy and Procedure Updates and/or Review

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

1. Participant Complaint and Grievance (specific and quarterly review of trends)
   1. *Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

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

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| *1.* | *Sub-topic:*  *Discussion:* | Strategic Plan  No discussion |
| *Outcome, Actions, Timeframe:* | | |
| *2.* | *Sub-topic:* | Accessibility Plan |
|  | *Discussion:* | No discussion |
| *Outcome, Actions, Timeframe:* | | |
| *3.* | *Sub-topic: Discussion:* | Cultural Competence Plan No discussion |
| *Outcome, Actions, Timeframe:* | | |
| *4.* | *Sub-topic:* | Input Plan |
|  | *Discussion:* | No discussion |
| *Outcome, Actions, Timeframe:* | | |

*5. Sub-topic:* Community Relations plan

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*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

*I. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

1. Employee Concerns or Complaints

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

1. Potential regulatory audits and/or investigation of operations
   1. *Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

# Information Technology

A. Technology Plan

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

# Clinical/Program

A. Medical and Medication Issues

*I. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

# Other Business:

* 1. *Sub-topic:* **Meetings with Principals**

*Discussion:* Gwen will be scheduling appointments with our school principals to discuss our services and plan for next year. She will be meeting with all of the Project Success Principals. Gwen asked staff to provide her with feedback on topics that they would like her to discuss during the meetings. Dale shared her concerns regarding Horizon Center closing and the School Board moving the students and staff to A.Quinn Jones. She attended a meeting at Horizon where the Superintendent discussed the plans to close the school were announced but none of the details were discussed.

*Outcome, Actions, Timeframe:* Email Gwen your feedback by the end of next week.

* 1. *Sub-topic:* **Summer Programs**

*Discussion:* Gwen discussed the planning meetings that she has been involved in with

SWAG and the Cone Park Library Resource Center staff. SWAG 's summer program will be held in two sessions this year. The first session starts on June 15th and ends July 9th. Session 2 starts July 13th and ends with a program field trip on August 7th. Corey will be assigned to SWAG and Karly and Dale will work with the Cone Park Program. The next planning

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meeting for the Cone Park Resource Center is May 18th; at 4:00PM. Dale will assist Karly

with implementing the program until June 30th. Latisha is working with the Assistant

Principal at Williston Middle to plan Credit Retrieval program at the school this summer.

Respectfully submitted by:

Gwendolyn Love July 9, 2015 Name Date

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