

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Reichert House Staff

Date: November 30, 2017

Time: 11:30 AM

Location: Bivens

Date of Next Meeting: TBA

Attendance: Boderick Johnson, Ken Harden, Gwen Love

Absent:

I. Business Operations:

A. Monthly Budget (Revenue and Expenses)

1. Sub-topic: Coordinator's Budget

Discussion: Laura will be emailing the updated budget to Coordinator's. The SAMH/Prevention budget received a reduction in funding in late July, which will impact the amount of funds available for Prevention Services. We are also suffering from the loss of Mr. Hickmon in last year's budget which resulted in a reduction of funds for our 2017/2018 budget. We will have to be mindful of this when we purchase items.

Outcome, Actions, Timeframe:

B. Marketing and Business Development

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

C. Regulatory Issues

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

D. Human Resource Issues (Staffing and Training)

1. Sub-topic: Pending List

Discussion: The Pending List was reviewed with staff.

Outcome, Actions, Timeframe:

2. Sub Topic: Staff Position Changes

Discussion: Boderick Johnson who was assigned to the Reichert House position will be replacing Michael Chandler in the Project Success position at Westwood Middle School. Boderick will start at Westwood the week of December 4, 2017. Ken Harden has been hired to replace Boderick at Reichert House. Ken started work on 11/16/2017. He will be shadowing Boderick until he transitions to Westwood. Laura Scott is currently in the process of interviewing applicants to fill Tulasi's position in the Data Dept. Family Action Central is losing a Counselor in the FAC Office and Jessica Bechtold is in the process of interviewing applicants to fill that position. Remember that the Data Dept. is short staffed and try to turn your paper work in on time.

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:*

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:* **Lutheran Services Audit**

Discussion: CDS's SAMH program which is Prevention Services will be audited on December 15, 2017. They will be conducting a desk audit and have requested documents from us for review. See attached letter from Lutheran Services.

Outcome, Actions, Timeframe: Items needed by the week of 12/4/2017.

B. Outcome Management (status, reports, recommendations)

1. *Sub-topic:*

Discussion: No discussion

Outcome, Actions, Timeframe:

C. Accreditation and Regulatory Requirements

1. *Sub-topic:* **CARF 2018**

Discussion: CDS is preparing for the CARF Review which will take place in February or March of 2018. We will need to ensure that all of the CARF Training requirements are completed and in the training files prior to their visit. I will provide staff with a list of what trainings are needed within the next two weeks.

Outcome, Actions, Timeframe: CARF Training to be completed on or before January 2018.

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:* **Level 1 Tracking Forms**

Discussion: The notes that written on the Level 1 Tracking Forms have to include more details as to how the event tracked is related to substance abuse prevention. Lutheran Services Prevention Coordinator Demika Jackson has rejected 100's of our units based on how the note is written. Laura Scott, Linda Ellis, Jonathan Lewis and I met with Ms. Jackson on October 30, 2017 to try to resolve the issues. Ms. Jackson was to send us sample language of what she needed to see in the note section. However, Ms. Jackson resigned from her position before she responded to our request.

Outcome, Actions, Timeframe:

2. *Sub Topic:* **Shopping for Programs**

Discussion: Gwen requested that staff make her aware of any items needed to perform their duties.

Outcome, Actions, Timeframe:

3. *Sub-Topic:* **Holiday Dinner**

Discussion: Jonathan Lewis is planning to host a Holiday Dinner for his staff, Prevention Services and some guest. He is considering either December 14th or 21st. He will be sending out an invitation.

Outcome, Actions, Timeframe: Please RSVP as soon as you receive the invitation.

Respectfully submitted by:

Gwendolyn Love

Name

11/30/2017
Date