**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Project Success

Date: June 11, 2014

Time: 4:00 PM

Location: CDS Bivens

Date of Next Meeting: TBA

Attendance: Karly Bell, Corey Collins, Dale Harris, Gwen Love

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

*Discussion:*  Gwen shared with staff that there was no budget information distributed at the EMT Meeting. However, we still need to be conservative with our summer program purchases. Gwen reminded staff that Rene’ will be on vacation until July 27th. Our fiscal year ends June 30th, all personal reimbursements, travel, petty cash reimbursements and receipts for purchases have to be turned in by the end of the month.

*Outcome, Actions, Timeframe:* All fiscal documents to the Fiscal Dept. by June 30th.

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:* Gwen reviewed the Pending List with staff. Karly Bell and Corey Collin’s annual evaluations were due for June 5th. Gwen distributed the evaluation forms for Karly and Corey to complete self- evaluations. Karly’s proof of auto insurance is due by June 22nd. Karly will email Gwen her insurance card tomorrow.

*Outcome, Actions, Timeframe:* Karly and Corey’s Self-Evaluations due to Gwen by June 20th.

*2.* *Sub-topic:* **Cafeteria Plan Documents**

*Discussion:*  Gwen reminded staff that the deadline for the benefits forms is this Friday, June 13th. Staff needs to make sure that all forms are turned into Liz in HR. For any questions regarding the forms or a particular benefit please call or email Liz ASAP, in order for her to get your questions answered by the vendor.

*Outcome, Actions, Timeframe:* All forms to Liz by June 13th.

*3.* *Sub-topic:* **“Good Behavior Game Training”**

*Discussion:* Gwen informed staff that the plans for the “Good Behavior Game” training have been

finalized*.*Kay Doughty and Daphne Lampley will be here on June 27th, to provide training from 8:30 AM- 4:00 PM at Bivens. All staff is required to attend. Lunch will be provided in that it will be a working

lunch.

*Outcome, Actions, Timeframe: Good Behavior Game Training, June 27th*

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:*

*Discussion:*  No discussion

*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:*

*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:* Gwen shared with staff that Bivens has been experiencing some service issues with the new phone system. Please notify Gwen if you have a problem when trying to contact her, so that she can pass that information on to Sam and/or Laura.

*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:* **Summer Programs**

*Discussion:*  Dale shared with staff how the plans were coming together for the summer program at Cone Park Library Resource Center. Dale is working on trying to get a volunteer to assist her. Corey and Karly shared that they have different responsibilities at SWAG’s program. They will be acting as team leaders for the other volunteers and working with the kids. Gwen reminded staff that they needed to make purchases for supplies for the programs prior to the end of June and turn their receipts into the Fiscal Dept. Gwen reviewed the Summer Roster and Level-1Tracking Form with staff and discussed how certain services should be tracked for the summer. Consistency is the key. Everyone should be tracking services the same way.

*Outcome, Actions, Timeframe: Receipts to Fiscal Dept. by June 30.*

*2. Sub-topic*: **Family Action Position**

*Discussion:* Gwen shared with staff that Neva is resigning from her Family Action position in Levy County effective the end of June. Peggy is looking for qualified applicants. If you know of any please refer them to Peggy Vickers.

Respectfully submitted by:

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| Gwendolyn Love |  | July 14, 2014 |

Name Date