**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Prevention Services Staff

Date: August 8, 2014

Time: 2:00 PM

Location: CDS Bivens

Date of Next Meeting: TBA

Attendance: Karly Bell, Corey Collins, Rhesa Collop, Nancy Leech-Gartrell, Latisha Geiger, Dale

Harris, William Hickmon, Jonathan Lewis, Gwen Love, Tiffanie Markham, Angela Sidorenko

Absent:

Guest: Linda Ellis, Laura Sanders

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Beginning** **of** **the** **Year** **Spending**

*Discussion:* Gwen discussed the need for staff to inventory the items that were left over from last school year prior to doing a shopping list for this school year. Use those items that are in good condition before newer items are purchased. We have not received a budget for this fiscal year but we still need to be conservative with our purchases.

*Outcome, Actions, Timeframe:* None

*2.* *Sub-topic:* **50,000 Loss in FY 2013-2014 Funding**

*Discussion:* Gwenshared with staff that Lutheran Services did not reimburse the Agency for the units that were produced by staff to offset the units lost due to Megan’s failure to return to work. Therefore this year we most document all billable hours through our attendance rosters and tracking forms.

*Outcome, Actions, Timeframe:* Producing data forms completed accurate and by the required deadline.

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 discussed times that would be good for Karly and Corey to review their evaluations within the next two weeks. Dale’s evaluation due date will be August 22nd. Gwen asked Dale to go on the CDS Intranet and print and complete a Self-Evaluation form and get it to Gwen by 20th.

*Outcome, Actions, Timeframe:* Evaluations due to be completed by August 29th.

*2.* *Sub*-*topic:* **CARF Preparation**

*Discussion:* Gwendiscussed that the Agency will be going through a CARF assessment this year and that everyone needs to complete CARF and other required trainings as soon as possible.

*Outcome, Actions, Timeframe:* CARF training completion deadline September 30th.

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:***Prevention Data Documents**

*Discussion:* Laura Sanders provided staff with a packet of all of the required data documents with highlighted areas of high importance and that have been problems areas for staff in the past year. She explained the importance of staff completing the forms prior to turning them into Data Staff. Data Dept. deadlines were discussed. The hard work and efforts that the Data Dept. experiences when forms are not complete and turned in late were discussed. Linda Ellis shared with staff the impact that it has on her workload when forms are incomplete and turned in late. Staff members shared their concerns and discussed the forms and a few possible changes that might improve the attendance roster.

*Outcome, Actions, Timeframe:* New data deadlines: Attendance Rosters-1st half of month due by the 19th; 2nd half due by the 3rd of the next month. Service Tracking Forms -1st half of the month due on the 19th; 2nd half due by the 3rd of the next month.

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 Planning**

*Discussion:* Gwen led staff in a discussion of the strategic planning areas of concern for this fiscal year. Those areas identified were: Communication, Hiring and Retention of Qualified Staff, Programming: Can it be more effective?

*Outcome, Actions, Timeframe:* Prevention Services Strategic Report due to Sam by September 30th.

*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:* **Program Preparation**

*Discussion:* Gwen requested that staff provide her with the amounts needed for Wal-Mart and Sam’s club for needed supplies for the beginning of the school year. Gwen will submit those to Fiscal for PO’s for next week.

*Outcome, Actions, Timeframe:* Program shopping will begin Tuesday at noon at Sam’s Club.

Respectfully submitted by:

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| Gwendolyn Love |  | August 15, 2014 |

Name Date