Meeting Minutes

 CDS Family & Behavioral Health Services, Inc.

Meeting: Project Success Staff Meeting

Date: September 29, 2014

Time: 4:00 PM

Location: CDS Bivens

Date of Next Meeting: TBA

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

Meeting: Reichert House Youth Academy Staff

Date: October 2, 2014

Time: 11:00 Am

Location: CDS Bivens

Attendance: William Hickmon, Gwendolyn Love

Business Operations:

1. Monthly Budget( Revenue and Expenses)
2. *Sub-Topic:* VALIC/ Retirement Contributions

*Discussion:* Gwen informed staff that CDS will be distributing a 6% retirement contribution to eligible staff. Those staff members that are eligible will need to make an appointment with the VALIC Representative to set up an agency account. Gwen reviewed the list of staff that are eligible for the contribution which was provided by CDS HR Specialist Liz Tschumy. Eligible staff selected appointment times to meet with the VALIC Representative.

*Outcome, Actions, Timeframe:* Confirm appointments for October 1st, at CDS Bivens or October 2nd, at Interface Central.

1. *Sub-Topic:* Coordinators Budget

*Discussion:* Gwen briefly reviewed the Coordinators Budget. Overall our spending is where it should be for this time in the fiscal year.

*Outcome,* *Actions, Timeframe:*

1. Marketing and Business Development
2. *Sub-Topic:* CDS Annual Meeting/ Annual Report

*Discussion:* The CDS Annual Meeting will be held on November 14, 2014 at Trinity United Methodist Church at noon.

*Outcome, Actions, Timeframe:* Success stories and program updates to Sam by the next EMT Meeting.

 *2.* *Sub-Topic:* United Way Campaign

*Discussion:* United Way contributions received for the Agency go to help fund services at IYPC.

*Outcome, Actions, Timeframe:* Donations are due by October 21, 2014.

1. *Sub-Topic:* Facebook

*Discussion:* CDS will have a Facebook account. Lindsey Faber from IYP East will coordinate the account for the agency. Send pictures and information to Lindsey. If photos are used we will need to get releases. The Agency will be working on the Facebook launch. More details at a later date.

1. *Sub-Topic:* WIFI

*Discussion:* CDS has WIFI at Bivens and is exploring it for IYPC. Gwen shared the WIFI password with staff.

*Outcome, Actions, Timeframe:*

1. Regulatory Issues
2. *Sub-Topic:* Posting Requirements

*Discussion:* Gwen shared with staff that we are preparing for the CARF Assessment for 2015. Each of the DCF Site License for each school needs to be posted in the Program classroom.

*Outcome, Actions, Timeframe:*

1. Human Resource Issues(Staffing and Training)
2. *Sub-Topic:* Pending List

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

*Outcome, Actions, Timeframe:*

1. *Sub-Topic:* Training Plan Update

*Discussion:* Liz is working on an agency wide Training Plan. SAMH/Prevention training requirements will be added to the document at a later date. Staff members who have not completed their CARF training for this year need to complete it as soon as possible and turn their training logs in to Gwen.

*Outcome, Actions, Timeframe:* CARF Training needs to be completed by the end of November 2014.

1. *Sub-Topic:* Cell Phones

*Discussion:* All CDS cellphones now have unlimited texting capabilities.

*Outcome, Actions, Timeframe:*

1. *Sub-Topic:* Insurance

*Discussion:* Gwen shared that those staff who had health insurance with Aetna and had a remaining amount of deductible from the last quarter of the year. That amount could be credited by AvMed to your account. Staff can get their Explanation Of Benefits(EOB) information from Aetna’s Member Services Line. Gwen passed out information on how to access the information.

*Outcome, Actions, Timeframe:*

 E. Policy and Procedure Updates and/or Review

*1. Sub-Topic:* Policy Updates

 *Discussion:* Gwen noted that the following policies have been updated and are on the

CDS Intranet.

P-1000 Mission and Program Overview; P-1035 Procedures for Drug Free Work Place under Florida’s Workers Compensation Law Language; P-1036 Drug Free Work Place Policy under Florida’s Workers Compensation Law; P-1277 Conflict of Interest; P-1016 Travel and Other Reimbursable Expenses; P-1201 Property Management; P-1245 Fiscal Comprehensive Audit; P-1246 Annual Budget; P-1250 Property and Equipment; P-1251 Cash; P-1254 Support, Program Service, Fees, Revenue and Receivables; P-1255 Accounting System Governmental Financial Assistance Programs; P-1256 Payroll, Related Liabilities and Timekeeping; P-1258 Purchase Orders; P-1259 Credit Card Payment; P-1257 Consultants and Contractors.

Other Business

1. *Sub-Topic:* Program Outreach

*Discussion:* Gwen discussed how Prevention Staff can assist Family Action Central with referrals in Alachua and Levy County.

*Outcome, Actions, Timeframe:* Encourage Guidance Counselors to refer students who require additional counseling services to the Family Action Program, ASAP.

1. *Sub-Topic:* Program Outcomes

*Discussion:* Gwen lead staff in a discussion on what can be done to increase our post/test outcomes at the Horizon Center.

*Outcomes, Actions, Timeframe:* To provide Sam Clark with a Summary Report of what the causes are for the low scores and develop a plan of action to address the problem.

1. *Sub-Topic:* Red Ribbon Week Activities

*Discussion:* Staff discussed Red Ribbon Week plans for their schools.

*Outcome, Actions, Timeframe:* Let Gwen know if you will need supplies for Red Ribbon Week by October 13th.

Respectfully submitted by:

Gwendolyn J. Love October 8, 2014