**Meeting Minutes**

 **CDS Family & Behavioral Health Services, Inc.**

Meeting: Project Success

Date: November 4, 2014

Time: 4:00 PM

Location: CDS Bivens

Date of Next Meeting: TBA

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

Guest: Radha Selvester

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**Business Operations:**

1. Monthly Budget (Revenue and Expenses)
2. *Sub-topic:* **Coordinators Budget**

*Discussion:* Gwen shared with staff that overall as an agency we are at 30% of the fiscal year and 7% under budget. We are doing a great job of using fiscal responsibility and not over spending.

*Outcome, Action, Timeframe:* Keep up the good work.

1. *Marketing and Business Development*

 *1. Sub-topic:* **Annual Meeting/Annual Report**

*Discussion:* The Annual Meeting will be held on November 14th at 11:45 AM at Trinity United Methodist Church. Zach Bonner and Representative Keith Perry will be the featured speakers. Pastor Wines and Diana Child are Prevention’s Community Partner Award recipients and Jonathan Lewis is our recipient for the Staff Achievement Award.

*Outcome, Action, Timeframe:*

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

*Discussion:* Those staff members who have not turned in their pledge forms need to do so ASAP. Gwen needs to turn them into Liz ASAP.

 *Outcome, Action, Timeframe:* Pledge forms to Liz ASAP.

 *3. Sub-topic:* **Facebook**

 *Discussion:* Facebook will be up and operational soon. Please consider the type of

 information that you would like to share about your programs for Facebook.

*Outcome, Action, Timeframe:* The Agency hopes to launch in earlyNovember.

 *4.* *Sub-topic:* **Spotlight on Youth**

 *Discussion:* Radha has mailed out information to schools and other venues that might have

 potential performers for the event. Radha asked staff if they know high school students

 that are musically talented to have them contact her regarding the event. She also

 discussed the need for visual arts from middle and high school artist. We are looking for

 financial sponsors and businesses to donate items for the silent auction. Please pass

 that information on to Radha.

 *Outcome, Action, Timeframe:* Please pass information on performers, donors and possible

 Sponsors to Radha.

 *5. Sub-topic:* **Volunteer Training**

*Discussion:* Volunteer Training for the Agency will be held on February 4th and 5th. If you

 Know anyone who is looking for an opportunity to volunteer have then contact Radha.

 *6. Outcome, Action, Timeframe:* Volunteer Training will be held on 2/4 & 2/5 2015

 *C.* Regulatory Issues

 *1 . Sub-topic:*

 *Discussion:*

 *Outcome, Action, Timeframe:*

 *D.* Human Resource Issues (Staffing and Training)

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

 *Discussion:* Gwen reviewed the Pending List with staff. Karly’s proof of auto insurance is due

 December 22, 2014.

 *Outcome, Action, Timeframe:* Karly will need to provide Gwen with her auto insurance

 renewal in December.

 *2. Sub-topic:* **Supervisor Evaluations**

*Discussion:* Gwen informed staff that it was time forthem to have opportunity to evaluate her. The Prevention Coordinator Evaluation Form is on the CDS Intranet under HR. Please

Complete an evaluation form and give to Sam Clark. It can be placed in Sam’s box at the

6th Street location or you can give to Gwen in a sealed envelope and she will get it to Sam.

*Outcome, Action, Timeframe:* Please complete the evaluations by December 1st.

1. *Sub-topic:* Employee Handbook/ Volunteer Handbook

*Discussion:* There were no changes this year other than dates.

*Outcome, Action, Timeframe:* Handbooks can be found on the CDS Intranet.

1. Annual Budget Planning Process

II. Health and Safety:

1. External Inspections
2. *Sub-topic:*  **CARF**

*Discussion:* It is time for the Agency’s CARFpreparations. The CARF review will probably be in February or March 2015. We will need to make sure that all of our programs files and planning notebooks are maintained and documentation is updated. We don’t know if they will be visiting Program sites. I will notify you as we come closer to the CARF review. Training logs need to be updated. Please include any training opportunities that you have received through your schools.

*Outcome, Action, Timeframe:*

1. *Sub-topic:* **Annual Fiscal Audit**

*Discussion:* This audit seems to have gone well. The Agency appreciates everyone who helped.

*Outcome, Action, Timeframe:*

 III. **Other Business**

1. *Sub-topic:* **Program Updates**

*Discussion:* The staff discussed Red Ribbon Week activities that they coordinated at each of their schools.

*Outcome, Action, Timeframe:*

1. *Sub-topic:*  **Fire and Safety Inspections**

*Discussion:* Gwen shared with staff that it’s getting close to the time when the Agency will be renewing our prevention licenses for all of our program sites. Gwen will notify them when Peggy needs them for our DCF renewal application.

*Outcome, Action, Timeframe:* TBA

1. *Sub-topic:* **Supplies for Programs**

*Discussion:* Gwen inquired if there was a need for supplies for all of the programs. Each staff member requested student incentives and supplies. Gwen generated a list with stores and requested each staff member indicate the monetary amount needed.

*Outcome, Action, Timeframe:* Gwen will fill out PO’s and get them to the Fiscal Dept.

Respectfully submitted by:

Gwendolyn Love Date: December 5, 2014