**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: “Too Good for Drugs and DFC Staff

Date: June 12, 2014

Time: 10:00 AM

Location: Williston Elementary School

Date of Next Meeting: TBA

Attendance: Rhesa Collop, Latisha Geiger, Jonathan Lewis, Tiffanie Markham, Angela Sidorenko,GwenLove

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

 *Discussion:*  Gwen shared with staff that the budget will be emailed to Coordinator from Laura. However, we still need to be conservative with our purchases. Gwen reminded staff that Rene’ will be on vacation until July 27th. Our fiscal year ends June 30th, all personal reimbursements, petty cash reimbursements, travel and receipts for purchases have to be turned in by the end of the month.

 *Outcome, Actions, Timeframe:*  All fiscal documents to 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. Tiffanie’s proof of auto insurance is due by June 23rd. Tiffanie provided Gwen with a copy of her updated card.

 *Outcome, Actions, Timeframe:*

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

 *Discussion:* Gwen reminded staff that the deadline for your benefits forms is this Friday. You need to make sure that you turn them into Liz in HR. For 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 training 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 -4:00PM. All staff are required to attend. Lunch will be provided in that it will be a working lunch.

 *Outcome, Actions, Timeframe:*

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:* **New Phone System**

 *Discussion:*  Gwen shared with staff that Bivens has been experiencing some issues with the new phone system. Please let her know if you have a problem when trying to contact her, so that she can notify Laura.

 *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:* Angela shared with staff the plans for our first summer program in Chiefland. The Youth Enrichment Program will be housed at the First United Methodist Church of Chiefland. Tiffanie and Latisha discussed their programs at Williston Elementary School and Joyce Bullock Elementary School. Gwen reviewed the Summer Roster 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:*

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

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

 *Outcome, Actions, Timeframe:* ASAP

Respectfully submitted by:

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| Gwendolyn Love |  | July 11, 2014 |

 Name Date