**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: January 29, 2025

Time: 10:30 am

Location: Bivens Conference

Date of Next Meeting: February 19, 2025

Attendance: Alex, Angela, Brandi, Brian, Cindy, Jessica, Leigh, Phil, Sabriena, Zeke,

Absent: Evelitza

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Deliverables/ITN upcoming**

*Discussion:* In order to achieve our goal, we need to make up 1000 residential bed nights and three (3) units in non-residential as of 12/31/2024 ($357,457). We have not yet received detailed information on the upcoming ITN from the Florida Network. Phil will advise as soon as he receives the information but it is important that we perform as well as possible in order to respond to the ITN with positive data.

*Outcome, Actions, Timeframe:* Our January px residential numbers have improved greatly. Thank you for continuing all outreach efforts, and following up on screenings. Please keep striving for our goal of 100% productivity and meeting all performance measures.

B. Marketing and Business Development

*1. Sub-topic:* **MidiCi, Kendra Scott, MiApa fundraisers for CDS**

*Discussion:* MidiCi is providing a fund raiser for CDS February 11-15, Kendra Scott Jewelry store in Butler Town Center will have fundraiser on February 8, 2025, Noon-2:00p. MiApa TBD.

*Outcome, Actions, Timeframe:* **Phil will be sending a flyer to “All Hands*”* on all three of the fundraisers.Please forward to family and friends and encourage participation.**

C. Regulatory Issues

*1. Sub-topic:* **Florida Network EAR meeting & Hill Day/Contract Updates**

*Discussion:* Phil and Cindy will be attending Network meeting in Tallahassee. Phil will attend Hill Day with CDS Board members Frank Williams. Darleen Morgan, Bishop Stokes and Gil Levy.

*Outcome, Actions, Timeframe:* **QIC/Hill Day** **February 11-12, 2025. We anticipate a very full agenda at the QIC meeting.**

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Training/Slip and Fall**

*Discussion:* The topic is included in DJJ’s Safety training course on SkillPro*.*

*Outcome, Actions, Timeframe:* Please ensure all staff have completed this training by 2/6/25.

*2. Sub-topic:* **Emergency Contact Updates**

*Discussion:* Check the last date that your team completed emergency contacts. Update as needed.

*Outcome, Actions, Timeframe:* **Please have staff update their employee emergency contact information annually.**

E. Annual Budget Planning and Process

*1. Sub-topic:* **New Directors budget (24-25)**

*Discussion:* Darla provided a new FY24-25 Directors budget.Please ensure that you are at or below 50% of your budgeted expenditures for FY 24-25

*Outcome, Actions, Timeframe:* **Directors to monitor expenditures closely and to stay well within your budgets.**

*2.* *Sub-topic:* **Proposed PO procedures**

*Discussion:* Darla provided a handout with instruction for proposed PO procedures. Please implement the procedures on a trial basis to see if changes are efficient and workable for all staff.

*Outcome, Actions, Timeframe:* **Implement procedures and we will review for feedback at EMT/CINS meetings on 2/19/25.**

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:* **QI/Peer Reviews**

*Discussion:* Any significant issues or concerns? Anything new or contrary to our current procedures? Alex is the only person who has been on a QI review so far this FY. Both Phil’s and Brian’s QI peer reviews were rescheduled.

*Outcome, Actions, Timeframe:* TBD

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:* **Unusual Event Reports-Trends- 2nd Quarter Review**

*Discussion:* The team discussed recent trends of on-going maintenance issues.

*Outcome, Actions, Timeframe:* **Submit all UER to COO in a timely manner and make sure supervisors are signing all UER’s.**

*2.* *Sub-topic:* **Grievance Reports-Trends 2nd Quarter Analysis**

# III. Quality Improvement

A. File Audits and Case Record Review (reports and recommendations)

*1. Sub-topic:* **Peer Review -2nd Quarter Analysis**

*Discussion:* No specific trends noted. All reports submitted. Liz will be sending a new digital format for completing and submitting all peer reviews. Please try it out and provide feedback to Liz. We would like to implement the

*Outcome, Actions, Timeframe:* **Please remember to submit Q3 peer reviews by 4/15/23.**

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:* **Policy and Forms Update**

*Discussion:* Handouts provided for all 2024 new or updated forms and policies.

*Outcome, Actions, Timeframe:* **Please ensure staff are using new forms.**

E. Participant Complaint and Grievance (specific and quarterly review of trends)

*1. Sub-topic:* **Grievance Review-Quarterly Report (see C.1. UER reports)**

*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/Volunteer and Youth Participation** **Plan**

*Discussion:* Provide participation plans for CINS team to review for additions/corrections

*Outcome, Actions, Timeframe:* **Please return to Cindy/Alex with updates by 2/17/25.**

*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:* **CINS performance packet/FL Network Reports/ Q2 CDS Summary Report**

*Discussion:* Quarter 2 review- Performance packet distributed.

*Outcome, Actions, Timeframe:* Goal to increase productivity especially in shelters during 2nd half of fiscal year. Continue to meet 13 of 13 contract measures. Currently achieving 100% on measures.

B. Employee Concerns or Complaints

*1. Sub-topic:* **None Reported**

*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:* **IT Plan for updating shelter video surveillance systems**

*Discussion:* Zach has Central shelter scheduled first, East 2nd and NW 3rd for review.

*Outcome, Actions, Timeframe:* **Zach will provide dates/times.**

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **RN training**

*Discussion:* Have all of our current RN completed required training?

*Outcome, Actions, Timeframe:* Directors reported that all three RN’s have completed all of their mandated training and are fully involved in medication management and health screening information in px files.

B. Counseling and Programming Issues

*1. Sub-topic:* **QI Standards Review**

*Discussion:* A review of the QI standards is needed.

*Outcome, Actions, Timeframe:* **Cindy will send some proposed dates/times.**

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Cindy Starling |  | 1/30/25 |

Name Date