**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: 6/28/23

Time: 10:30

Location: Bivens

Date of Next Meeting: 7/19/23

Attendance: Alex, Brian, Cindy, Evelitza, Leigh, Jessica, Russell, Sabriena, Zeke

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **Outreach**

 *Discussion:*  Paula is leaving and Marianna is retiring. We are still able to post on facebook. Please send pictures of summer programs to Cindy. Phil is currently interviewing for the Outreach Specialist position.

 *Outcome, Actions, Timeframe:* **Mr. Harmon will continue outreach efforts in Central, Alex will delegate outreach events to various team members. NW will continue outreach plan as usual.**

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **CINS/FINS staffing vacancies**

*Discussion:*  Discussed program needs for each location. IYPC discussed needing three more YCW’s and discussed issues with candidate commitment. IYPE discussed hiring a new YCW. The new hire will be attending staff meeting prior to Orientation. Will ascertain as to what she is able to do particularly with regards to transport. IYPNW needing two male and one female consistent YCW and discussed planning coverage according to house needs.

 *Outcome, Actions, Timeframe:* **To attend Indeed Zoom meeting on June 28th, 2023 at 1pm.**

2. *Sub-topic:* **Training**

*Discussion:* Cindy provided list of upcoming trainings to include Active Shooter at Bivens Bldg. SNAP training will be held virtually on July 26th-27th and in person (West Palm Beach) from the 31st to the 2nd. SNAP Lead training will be held on July 18th-29th.

 *Outcomes, Actions, Timeframe:* **Please plan to attend Active Shooter on July31@1pm**

*3. Sub-topic:* **Hiring assessments**

 *Discussion:*  Leigh asked about hiring assessments, low scores and subsequent procedures. Cindy discussed justification letters and additional questions.

 *Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Suicide assessments for Lake City**

 *Discussion:*  Leigh asked about suicide assessments and Licensed coverage for assessment reviews and consultations. Jessica offered to continue coverage for SNAP and discussed additional options if Jess is unavailable.

 *Outcome, Actions, Timeframe:* Leigh to contact Jessica or Alex for any needed assessments.

E. Annual Budget Planning and Process

*1. Sub-topic:* **New fiscal procedure regarding credit cards**

 *Discussion:*  Discussed various cards for each program. Cindy asked each program to review any outstanding invoices and to turn in any additional cards they may have.

 *Outcome, Actions, Timeframe:* **Effective July 1, 2023, Regional Directors should have only two CDS credit cards (Capital One/$5K monthly limit and Sam’s Club).**

# II. Health and Safety: Program/Regional Directors

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:* **QI Results for the Fiscal Year**

 *Discussion:* Reviewed results from NW review

 *Outcome, Actions, Timeframe:* **Nice job everyone and Thank you!!!**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Training CAP**

 *Discussion:* Corrective Action Plan will be needed relative to training in NW

 *Outcome, Actions, Timeframe:* **Cindy will complete with feedback from Sabriena and Walter.**

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:* **Informed Consent Updated documents**

 *Discussion:* Please update consents according to the latest update on the intranet.

 **F-PR-1129 INFORMED CONSENT AND PARTICIPANT AGREEMENT PARENT/GUARDIAN ORIENTATION PACKET**

 **F-PR-1103 INFORMED CONSENT AND PARTICIPANT AGREEMENT NON-RESIDENTIAL**

**F-PR-1130 INFORMED CONSENT AND PARTICIPANT AGREEMENT PARTICIPANT ORIENTATION PACKET**

**F-PR-1334 CONSENT TO PARTICIPATE IN SNAP AND PARTICIPATION IN RESEARCH FORM**

 *Outcome, Actions, Timeframe:* **Please ensure all staff are using most recent forms from Intranet.**

*2. Sub-topic:* **F-PR 1369 Initial Plan DRAFT**

 *Discussion:* Residential only

 *Outcome, Actions, Timeframe:* **Please remind all staff to use forms from Intranet only.**

*3. Sub-topic:* **Additional Form Updates on the Intranet**

 **F-PR-1042 Intake Assessment/NETMIS Interface Residential Program**

 **The space to put in the JJIS number has been deleted**

 **F-PR-1043 Intake Assessment/NETMIS Family Action Non-Residential Program**

 **The space to put in the JJIS number has been deleted**

 **F-PR-1096 NETMIS Program Log Intake/Exit Info Interface Residential Program**

 **The space to put in the JJIS number has been deleted**

 **F-PR-1097 NETMIS Program Log Intake/Exit Info Family Action Program**

 **The space to put in the JJIS number has been deleted**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Please remind all staff to use forms from Intranet only.**

*4. Sub-topic:* **Outreach Forms**

 *Discussion:* Team discussed different NetMis entry options for logging Outreach. **P-1053 Roles and Responsibilities- Prevention Outreach**

**The following language has been added.** Specifically in the case of CINS/FINS, Outreach activities must be entered into the NetMIS database, with the title, date, duration (hours), zip code, location description, estimated number of people reached, modality, target audience and topic. CDS will maintain a log of these outreach activities. Cindy and the team discussed implications of each option and discussed preferences in keeping the written logs as it will help facilitate accurate and timely entries.

 *Outcome, Actions, Timeframe:* **Please continue using written outreach forms.**

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:* Cindy requested an update regarding plans each Region has this summer

 *Outcome, Actions, Timeframe:* **The shelters continue implementation of the Summer Enhanced Programs.**

*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:* Cindy requested updated contact information for the Cooperative Service Agreements and Business Partners

 *Outcome, Actions, Timeframe:* **Updates due 7/5/23**

*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:* **Safety and Maintenance Inspection Semi-Annual Review**

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:* **Cindy reminded Shelter Managers that this review should be conducted in July. Leigh additionally posed questions about safety drill procedures and protocol.**

*2. Sub-topic:* **Emergency/Disaster Call Down List**

 *Discussion:* Does the Columbia County SNAP location have an Emergency Manual yet? Leigh advised that she has completed a manual from IYP-NW

 *Outcome, Actions, Timeframe:* **Cindy distributed Updated List for the Emergency and Program Manuals**

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:* NetMis 3 update.

 *Discussion:* Leigh discussed concerns with NetMis 3 as it is not asking for medication information which makes it appear as though the youth are not on medications.This seems to be SNAP specific

 *Outcome, Actions, Timeframe:* **Leigh will discuss with Liz and Jeniffer (Florida Network).**

# 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:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Cynthia L. Starling |  | June 30, 2023 |

 Name Date