**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: July 16, 2025

Time: 10:00 am

Location: Bivens (Zoom)

Date of Next Meeting: August 20, 2025

Attendance: Cindy, Phil, Angela, Stone, Angie, Evelitza, Brian, Zeke, Brandi, Jess, Meagan, Alex

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Director’s Budgets End of FY 24-25**

*Discussion:*  Darla will have completed after all of June expenses have been received and distributed into proper categories.

*Outcome, Actions, Timeframe:* TBD

*2.* *Sub-topic:* **Program Deliverables June 2025**

*Discussion:* Each program discussed their outreach efforts to meet deliverables. Brian/Central reported they are collaborating with Joy and reaching out to school administrators for shelter tours and to re-introduce the shelter/programs. Brian also mentioned attending Meet-the-Teacher and talking to potential Pxs there. Zeke reported that he has talked to St. Francis House and about partnering with them. Cindy also discussed notifying Joy about any flyers for Peachjar staff had and staff attending school Open Houses to reach out to the community. Jess reported partnering with the National Youth Advocacy Program and attending Open Houses. Evelitza reported that they have not had that much success with open houses, but that her staff have been out and about in the community involved in a lot of activities and that they are making lots of contacts. Melanie has set up a partnership with PAL for their backpack give-away and also plans to attend Open Houses and many other events.

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:*

*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:* **Staffing Needs Remaining**

*Discussion:*  Brandi/NW still needs a Residential Counselor, Residential Supervisor, and more YCW coverage.

*Outcome, Actions, Timeframe:* ASAP

2. *Sub-topic:* **Shift coverage and reaching out to other programs for assistance**

*Discussion:* Please make sure you remain in staffing/youth ratio. Thank you to everyone that is stepping up and assisting other programs with coverage.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **New hire training/Chapter 984 changes**

*Discussion:* Ensure all new staff are starting training immediately. We would like to have Naomi train Stone on training requirements and how to track training for staff.

*Outcome, Actions, Timeframe:* **Please make sure you completed a sign-in sheet for Mr. Wilton’s training and put in training files***.*

E. Annual Budget Planning and Process

*1. Sub-topic:* **Director’s budgets**

*Discussion:* Budgets are planned for maximum participant capacity. Please adjust accordingly.

*Outcome, Actions, Timeframe:* **Please maintain an accurate accounting of your expenditures. Do not go over on your budgets. If you need to slightly overestimate, do that, but do not exceed what was requested.**

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:*  **Building Maintenance and Improvements Needed**

*Discussion:*  IYP-NW and Arlington Bldg. need re-piped. East has compiled a list of items.

*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:* **UERs/CCCs**

*Discussion:*  QAD Alex discussed quarterly report and trends. Please ensure that all staff are providing consistent and diligent supervision of the youth.

*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:* **IYP-NW OBCAP**

*Discussion:*  We are in the process of completing the document. We are also in the process of finding an alternative Behavior Management System or improving our current one to ensure that it is more user friendly and less complicated.

*Outcome, Actions, Timeframe:*

2. *Sub-topic:* **Training for Bachelor level counselors**

*Discussion:*  Naomi, Walter, and Jess have worked diligently to complete the new training log for Bachelor level counselors. Please ensure applicable staff are aware of this new form and the training that is required. Discussed deadline for completion. Jess informed the group that after reaching out to Lauren and Wendy with the Network, she was informed that Collin could provide his resume and transcripts to meet the training requirement.

*Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* Policy and form update reminders

*Discussion:* Discussed recently updated policies (DEI & Affirmative Action (Phil), transportation, truancy, searches (Cindy & Alex) and forms and provided a list of all changes.

*Outcome, Actions, Timeframe:* **Please discard old forms and rely on the Intranet only. Staff should never create or use their own forms that have not been approved and placed on the intranet. If you would like to suggest a new or revised form, please submit to Cindy and we will discuss it at our next meeting.**

*2. Sub-topic:***New contract clarifications/reminders**

*Discussion:* Discussed issues brought up by staff about on-going concerns/confusion over updates. Review of new P&P for all CINS/FINS contracts.

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Px grievances in programs**

*Discussion:* QAD Alex discussed trends noted in staff/Px interactions and supervision.

*Outcome, Actions, Timeframe:* **Please remember to look for trends in your programs.**

F. Planning Documents (reports, status of goals and objectives, reformulation)

*1. Sub-topic:* **Strategic Plan**

*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:*  Briefly discussed MOUs and progress toward completion.

# *Outcome, Actions, Timeframe:* ASAP

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:* **Search policy updates and related procedural changes**

*Discussion:* Conducting more searches. Conducting more camera reviews. Documenting all these activities properly.QAD Alex will review logbooks when onsite to ensure compliance.

*Outcome, Actions, Timeframe:* On-going.

*2.**Sub-topic:* **Staff to Px ratio changes with new contract**

*Discussion:*  1 staff to 5 Pxs while on outings (Still 2 staff are required, regardless of # of Pxs unless a single transport with prior parental approval) ex. 5 Pxs = 2 staff/10 Pxs =2 staff/11 Pxs = 3 staff/16 Pxs=4 staff.

*Outcome, Actions, Timeframe:* **Maintain proper staffing ratios at all times 1 staff to 6 youth during awake hours, 1 staff to 5 youth during off-site activities, 1 staff to 12 youth during sleep period, 1 staff to 2 staff-secure youth at all times.**

*3.**Sub-topic:* **Supervision of Pxs.**

*Discussion:*  Staff should not be on phones while supervising Pxs. Staff should not have on headphones/earbuds of any kind while supervising Pxs. This is a huge safety issue. After discussion and full agreement, a cell phone policy was unanimously approved. The specifics of which will need to be further discussed but CEO Kabler stated effective immediately, that staff should not be on their phones while supervising Pxs. There are walkie talkies on site to utilize, NO staff should ever leave Pxs unattended or leave another staff over ratio. The CCC is requesting video footage for more incidents now and this is also a huge safety issue as well.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Naloxone procedures**

*Discussion:*  Ensure to take Naloxone out on field trips, per Wendy at the FL Network. Additionally, notify Cindy immediately if you use or give away a box; she has to submit a report monthly to the FL Network.

*Outcome, Actions, Timeframe:* On-going.

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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **Key Staff**

*Discussion:* It is imperative that we maintain a RN at each shelter as it is considered a Key Staff. Other Key staff are Regional Directors, LMHC/or LCSW. Central had NO medication errors all year.

*Outcome, Actions, Timeframe:* Notify Cindy and HR promptly if you learn a key position may become vacant.

B. Counseling and Programming Issues

*1. Sub-topic:* **Contract changes to be discussed further at QIC** **on Aug. 5-7 in Hollywood, FL**

*Discussion:* We will take any remaining questions or concerns to this event.

*Outcome, Actions, Timeframe:* **Brandi, Naomi, Stone, and Cindy plan to attend.**

**VII. Other Business:**

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

*Discussion:*  Please complete pending items on time and review and submit needed items to HR.

*Outcome, Actions, Timeframe:*

*2.* *Sub-topic:* **Staff dress**

*Discussion:* Please ensure that all staff are dressed appropriately. Staff should present in a professional manner and wear attire that is properly fitting and not revealing (no tank tops). Please refer to the Staff Dress Policy, P-1033 (reviewed in the meeting), for further clarification. This should also be reviewed with staff upon hire and during their orientation training. QAD Alex will add additional guidelines to policy.

*Outcome, Actions, Timeframe:* Review policy athire and on-going.

Respectfully submitted by:

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| Cynthia Starling |  | July 16, 2025 |

Name Date