**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: August 23, 2022

Time: 10:30 am

Location: Bivens (Zoom)

Date of Next Meeting: September 21, 2022

Attendance: Alex, Sabriena, Carlos, Zeke, Bryan, Jessica, Stephanie D., Evelitza, Liz, Cindy

Absent: None

**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:*

*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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

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

*Discussion:* Everyone has now received their annual budget for FY22-23

*Outcome, Actions, Timeframe:* **Please monitor closely to ensure you stay well within your budget. Also Basic Center Grant funds need to be spent before October 1.**

# 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:* **Water damage at IYP-Central**

*Discussion:*  Remediation in progress.

*Outcome, Actions, Timeframe:* **Please be mindful of items available for use in bathrooms. Plumber recommends no wet wipes such as Cottonelle.**

# III. Quality Improvement

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

*1. Sub-topic:* **Standardizing Material to include in the Residential and Non-residential file**

*Discussion:* Non-residential file almost complete; continued work on Residential file

*Outcome, Actions, Timeframe:* **Please continue to look on intranet for needed changes, or updates. Also, do not allow staff to create new forms and begin using new forms without bringing it to staff meetings for discussion.**

*2.* *Sub-topic:* **Peer Reviews**

*Discussion:* Reminder

*Outcome, Actions, Timeframe:* **Due quarterly to Data**

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:* F-PR 1129 INFORMED CONSENT AND PARTICIPANT AGREEMENTPARENT/GUARDIAN ORIENTATION PACKET and F-PR 1130 INFORMED CONSENT AND PARTICIPANT AGREEMENT PARTICIPANT ORIENTATION PACKET

*Discussion:* Under Your Rights as a Parent/Guardian of a Participant section added the highlighted words Your child should expect freedom from abuse, bullying and/or neglect, humiliation, exploitation of any kind, including financial, retaliation or barrier to services from reporting any issues that concerns you and your child. Removed Sexual Health section to ensure compliance with Florida’s new Parents Rights Law and adjusted Table of Contents accordingly.

*Outcome, Actions, Timeframe:* **Please begin using this updated form and eliminate all old copies.**

*2. Sub-topic:* **F-PR 1314 Needs Assessment** This form has been deleted and replaced with **F-PR 1348 Biographical Addendum (Optional)** This is now an optional form for counselors to use to supplement NIRVANA

*Discussion:* This form only appears in non-residential, should it be added to the residential sites as well?

*Outcome, Actions, Timeframe:* **Staff requesting to include form in residential also.**

*3. Sub-topic:* **P-1247 Suicide Assessment Residential (Draft)**

*Discussion :*No discussion

*Outcome, Actions, Timeframe:* **Staff will review further and provide feedback.**

*4. Sub-topic:* **P-1262 Suicide Assessment Non-Residential Draft**

*Discussion: No discussion*

*Outcome, Actions, Timeframe:* **Staff will review further and provide feedback.**

*5. Sub-topic:***Policy and Form Changes**

*Discussion:* Many, many forms and policies have changed recently and in the past year including forms that are on letterhead.

*Outcome, Actions, Timeframe:* **Please discard old forms and rely on the Intranet. Please note if form is on letterhead and SNAP isn’t the last program on the form, it is old letterhead. Please let Sam know and cc Cindy.**

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

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

*Discussion:* No specific trends noted at this time

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

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

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

*Discussion:* If you haven’t already completed a specific productivity plan, please do so and include your team members so that everyone is on board to meet our goals/contract requirements.

*Outcome, Actions, Timeframe:* **Directors should submit plans by 9/9/22.**

*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:* **DRAFT Parental/Guardian Rights Clarification Form**

*Discussion:* Should this form be added to the Intake Packets provided Parents/Guardians?

*Outcome, Actions, Timeframe:* **Staff will review and provide feedback by August 26th.**

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:* **Monthly Data Report Review**

*Discussion:* Data manager, Liz, provided monthly report and an overview. July report very positive.

*Outcome, Actions, Timeframe:* **None at this time.**

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **RN and an LPN can be considered for shelters if hiring two nurses.**

*Discussion:* NW has one 20 hour RN, East has one 20 hour RN, Central is advertising. LPN can be hired as second nurse but must be trained and supervised by the RN on site.

*Outcome, Actions, Timeframe:* **None at this time.**

B. Counseling and Programming Issues

*1. Sub-topic:* **New Suicide Procedures-status update, Form update**

*Discussion:* Need to revise Netmis Intake/Exit Info form

*Outcome, Actions, Timeframe:* **Directors will discuss at meeting this Thursday, August 25th.**

**VII. Other Business:**

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

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:* **Please review and submit needed items to HR.**

Respectfully submitted by:

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| Cynthia Starling |  | August 23, 2022 |

Name Date