**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT/CINS/FINS

Date: October 16, 2024

Time: 10:30 am

Location: Bivens and via Zoom

Date of Next Meeting: November 20, 2024

Attendance: Alex, Angela, Angie, Brandi, Brian, Cindy, Darla, Liz, Leigh, Lyanne, Phil, Sabriena, Zeke,

Absent: Latisha, Jonathan, Evelitza.

**I. Business Operations:**

A. Programmatic

*1.* *Sub-topic:***Deliverables**

*Discussion:* Handout- Florida Network Report Card FY 24-25 and Risk Management Report. We are at 79.9% bed utilization, 100% Performance Measures.

*Outcome, Actions, Timeframe:* **Please strive to increase our bed utilization, SNAP deliverables. We do not want to fall too far behind.**

*2.* *Sub-topic:***Annual Meeting-** **Scheduled for November 14th at 1908 Grand 6-8 pm*.***

*Discussion: S*ince this year is primarily a fund-raising event, we will have our employee recognition combined with Holiday Celebration in December with specific date TBD.

*Outcome, Actions, Timeframe:* **All team members are expected to arrive a little early to begin networking. Please wear green for National Runaway Prevention month.**

*3.* *Sub-topic:* **SNAP** **and Shelters Productivity and Outreach**

*Discussion:* Shelters need to maintain above 23 total px each day in order to catch up and maintain productivity. All programs discussed new outreach options.

*Outcome, Actions, Timeframe:* **Staff will consider intra-agency referrals when appropriate during screenings, and at discharge. All shelter programs to complete a Holiday Enhanced Program with flyers to advertise**

B. Monthly Budget (Revenue and Expenses)

*1.* *Sub-topic:***Fiscal Department- Darla report**

*Discussion:* Please continue usingthe prior Director’s budget while Darla works to compile the updated budget.

*Outcome, Actions, Timeframe:* **Darla to distribute 24-25****ASAP.**

*2.* *Sub-topic:* **Productivity vs. Cost of Business**

*Discussion:* Phil discussed the importance of managing costs and increasing revenues.

*Outcome, Actions, Timeframe:* **Complete maintenance on building and vehicles**. **Try to complete minor repairs before calling outside company or try to use a local handy man.**

*3.* *Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Marketing and Business Development

*1.* *Sub-topic:* **Marketing and Business Development**/**New Position**

*Discussion:*  Possible new position within agency being considered.

*Outcome, Actions, Timeframe:* **Phil will advise if/when there is a decision to move forward.**

*2.* *Sub-topic:***City of Gainesville Holiday Parade** December 7th

*Discussion:* The Grand Marshal for the parade is Shaq. Who would like to volunteer to participate? Cindy, Phil, Brandi, Wanda, Sabriena, Lyanne, Leigh, Darla

*Outcome, Actions, Timeframe:* **Participants must arrive by 11:00 am, Parade starts at noon.**

D. Regulatory Issues

*1.* *Sub-topic:*

*Discussion:*  No discussion.

*Outcome, Actions, Timeframe:* **N/A.**

*2.* *Subtopic:*

*Discussion*

*Outcome, Actions, Timeframe:*

*3.* *Subtopic:*

Discussion:

*Outcome, Actions, Timeframe:*

E. Human Resource Issues (Staffing and Training)

*1.* *Sub-topic:* **HR Krizner Employment Law training November 19th 10:00 am**

*Discussion:* The training is required by all EMT and will be held via Zoom.

*Outcome, Actions, Timeframe:* **Please attend and complete training log, then submit to HR.**

*2. Sub-topic:* **Training/ Required DCF Human Trafficking at Central on Saturday, November 30, 10:00 am. There will be a second HT training on January 11th.**

*Discussion:* All three shelters’ staff should plan to attend either November or January training.

*Outcome, Actions, Timeframe:* **Pending**

*3.* *Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:* **Today at 1:30 pm.**

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1.* *Sub-topic:* **DCF final inspection today**

*Discussion:*  We received our final approval on health inspection.

*Outcome, Actions, Timeframe:* **Today at 1:30 pm.**

B. Self-Inspections (Reports, analysis, and recommendations)

*1. Sub-topic:* **Safety drills** (Jessica for Bivens)

*Discussion:* Regularly conducted at Bivens. Please ensure drills current in shelters as well.

*Outcome, Actions, Timeframe:* **Ongoing.**

# III. Quality Improvement

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

*1. Sub-topic:* **QI/Mock and Actual**

*Discussion:* Discussed reminders for shelter, community counseling program and SNAP.

*Outcome, Actions, Timeframe:* **Begin reviewing critical areas and ensure all files are kept current.**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **Basic Center Grant Report**

*Discussion:* Liz offered training to East and Central for any new staff.

*Outcome, Actions, Timeframe:* **Please provide requested information (narrative, life skills data, and HMIS data) to Liz ASAP. Liz would like to have the report completed in early November.**

D. Policy and Procedure/Forms Updates and/or Review (Cindy S-H)

*1. Sub-topic:* **Policy updates**

*Discussion:* Handout for updated policies

*Outcome, Actions, Timeframe:* **Review at your team monthly staff meetings.**

# IV. Risk Management.

A. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:* **Naloxone**

*Discussion:* Has anyone distributed any or used any on-site? None used.

*Outcome, Actions, Timeframe:* **If any boxes are given out or used, let Cindy know ASAP so that she can complete monthly reports.**

*2.* Sub-topic: **Handout CDS Performance Risk Management Report 10/10/24.**

*Discussion:* **Review of monthly packet**

*Outcome, Actions, Timeframe:* **Community Counseling programs doing very well. Continue to work on areas where improvement is needed.**

# V. Information Technology

A. Technology Plan

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**VI. Other Business:**

*1. Sub-topic:* **COO/CEO Program Staff Meetings**

*Discussion:*  Visiting each program

*Outcome, Actions, Timeframe:* **Please provide dates of upcoming program staff meetings.**

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Cindy Starling |  | 10/17/24 |

Name Date