**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

**Meeting:** CINS/FINS

**Date:** November 17, 2022

**Time:** 2:00 pm

**Location:** Bivens

**Date of Next Meeting:** January 18, 2023

**Attendance:** Alex, Brian, Cindy, Jessica, Sabriena, Zeke.

**Absent:** Carlos, Evelitza (excused).

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **YCW Earnings Report/Overtime**

*Discussion:*  COO received clarification from Comptroller who states that the overtime report **IS NOT** included in the regular YCW earnings report. Directors have been previously advised that the overtime **IS** included within the total (regular) budget.

*Outcome, Actions, Timeframe:* **Team requesting to have Diana attend next staff meeting for further clarification.**

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1.*  *Sub-topic:* **Re-Branding**

*Discussion:* New logo and mission statement “sneak peek” at today’s annual meeting

*Outcome, Actions, Timeframe:* **The new logo is impressive and seemed to get positive reviews at the annual meeting.**

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*2.**Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*3. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*2.**Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

# 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:*

*Outcome, Actions, Timeframe:*

C. Incident Reports (Reports, analysis of trends, recommendations)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:*

*Discussion*: File forms need to be uniform in each region and eliminate repetition in files.

*Outcome, Actions, Timeframe:*

*2.**Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1.**Sub-topic:* **Standardized Files**

*Discussion:* Forms for residential files have now been standardized for all three programs. Do directors also want to standardize the order/dividers?

*Outcome, Actions, Timeframe:* **Directors advised they want to keep those individualized in each program.**

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:*

*Outcome, Actions, Timeframe:*

*2. Sub-topic :* **Accessibility Plan**

*Discussion:* The importance of removing any barriers to our services which includes our buildings and grounds, ADA requirements, language barriers, community access, outreach (are we getting our information to needed communities?), diversity (is our staff representative of the youth we serve?

*Outcome, Actions, Timeframe:* **Please review the above items in your program to ensure we are in compliance with our accessibility plan and to identify areas of improvement. Discuss with your team members and communicate findings at next staff meeting or EMT meeting.**

*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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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:* **Quality Improvement standards revised Sept 1, 2022****and CDS Peer Reviewers**

*Discussion:* Review of Standard Two: Intervention and Case Management; and Standard Three: Shelter Care. Who are our six required qualified peer reviewers?

*Outcome, Actions, Timeframe:* **Directors/supervisors to provide copy of updated QI standards to counselors and other key staff to ensure compliance with all requirements. CDS current peer reviewers: Alex, Sabriena, Naomi, Belinda, Carlos, and Cindy. LaToya Robinson will be attending Peer Reviewer training at the end of Novemeber.**

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **CDS Intranet Reminder**

*Discussion:* Our intranet is very outdated and needs transition to SharePoint but is a massive amount of work. Sam knows “Dream Weaver” program.

*Outcome, Actions, Timeframe:* **Updated policies can be added to the Intranet by Zach but any new form needing a policy number should be given to Sam to complete.**

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Record Requests**

*Discussion:* Staff advised they have been maintaining their own log of records request.

*Outcome, Actions, Timeframe:* **Please forward all requests for copy of records to COO to ensure HIPPA compliance as well as documentation of all requests and dates completed with specific notes when needed.**

**VII. Other Business:**

*1. Sub-topic:* **Circuit and County Juvenile Justice Council Meetings**

*Discussion:* Who is attending the meetings in each area?

*Outcome, Actions, Timeframe:* Phil is attending CAB meeting for Circuit 3. Marianna, Cindy, and/or Alex attending Circuit 7 meetings. Sabriena attending Zoom meetings in Circuit 8.

Respectfully submitted by:

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| Cindy Starling |  | November 17,2022 |

Name Date