**`Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT and CINS

Date: December 19, 2024

Time: 10:00 am

Location: Bivens and via Zoom

Date of Next Meeting: January 22, 2025 10:00 am

Attendance: Phil Kabler, Jessica Bechtold, Alex Culbreth (Zoom), Leigh Kassem, Liz Tschumy, Angie Lay, Brian Smith Jr., Evelitza Soto, Cindy Starling, Zeke Whitter, Sabriena Williams, Lyanne Lopez.

Absent: Latisha Geiger, Jonathan Lewis

**I. Business Operations:**

A. Programmatic

*1. Sub-topic:* **Deliverables (Cindy S-H)**

 *Discussion:* Shout out to our Prevention Team and our Community Counseling Programs! Deliverables are looking very good with Community Counseling at 99.1% Performance Benchmark for July through November.

 *Outcome, Actions, Timeframe:* **Please keep up the good work!**

*2. Sub-topic:* **Monthly Program Reports**

 *Discussion:* Please ensure that program reports are being sent to Phil and Cindy by the 5th of each month. The reports are provided to the board each month.

 *Outcome, Actions, Timeframe:* **December report will be due on Monday 1/6/25.**

*3. Sub-topic:* **Fund Raising**

 *Discussion:*  Another Kendra Scott Jewelry Fundraiser on February 8th Noon-2:00 pm.

MidiCi Pizza fundraiser on February 11-14

 Mi Apa-TBD

 *Outcome, Actions, Timeframe:* **Please spread the word to family/friends and plan to participate if possible.**

B. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Deliverables/Expenses (Phil K**)

 *Discussion:* December is traditionally slow but we need to keep pushing towards our goals.

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Director Budgets** **(Cindy)**

 *Discussion:* Budgets are not quite ready yet but hope to have by end of January.

 *Outcome, Actions, Timeframe:*  **Ongoing Monthly**

*3. Sub-topic:*

 *Outcome, Actions, Timeframe:*

C. Marketing and Business Development

*1. Sub-topic:* (Phil K.)

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Outreach activities & Safe Place** (Lyanne, Joy)

 *Discussion:*  Joy provided update on the RYTACC conference that she and Melanie attended in Atlanta. Joy advised she returned with a lot of good ideas. Lyanne explained the Food for Kids program that she initiated for the Central shelter youth. Basically it is a Backpack filled with food program for youth.

 *Outcome, Actions, Timeframe:*

D. Regulatory Issues

*1. Sub-topic:* **Signed contracts (Phil K)**

 *Discussion:* We just received the full FY 24-25 contract from the Florida Network.

 *Outcome, Actions, Timeframe:* **SNAP for DJJ youth contract still pending. TBD**

*2.* *Subtopic:* **Board Update** (Phil K.)

 *Discussion:* Long-term CDS Board President, Tommy Lane, resigned and Frank Williams has been elected for the position of President.

*Outcome, Actions, Timeframe:* **A full slate of board officers will be voted on in January.**

*3.* *Subtopic:*

 *Outcome, Actions, Timeframe:*

E. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **HR update** (Angie L)

 *Discussion:* Angie reviewed agency policy regarding discrimination.

 *Outcome, Actions, Timeframe:* **Please comply with all laws/rules regarding work place interactions and issues surrounding protected classes.**

*2. Sub-topic:* **Training** (Zach T)

 *Discussion:* Zach presented a training on Passcode and Access Security

 *Outcome, Actions, Timeframe:* **Please do not share your door passcode with anyone. If a person needs to access your office, please contact Zach and he will provide a one-time access code.**

*3. Sub-topic:* **Pending list(Angie L)**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Please pay close attention to your pending list and submit items in a timely manner.**

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:* **QI monitoring Central December 11 and 12th** (Cindy S-H)

 *Discussion:* Discussed specific issues that were problematic during Gainesville’s QI audit.

 *Outcome, Actions, Timeframe:* **Congratulations to shelter, Family Action, and SNAP on excellent job on 1.4 training requirements and 4.02 suicide prevention. Keith Carr advised excellent job in these two important areas. East and NW teams should ensure the items identified in Central’s audit is carefully reviewed for compliance on the upcoming monitoring visits. Will review in more detail at January CINS meeting.**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Progress toward performance measure goals/production expectations** (Cindy S-H)

 *Discussion:* Addressed in I(A)(1) above.

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

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **QI planning** (Cindy S-H)

 *Discussion:* Addressed in III(A)(1) above.

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

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

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# IV. Risk Management.

A. Potential regulatory audits and/or investigation of operations

*1. Sub-topic;* **CDS Performance and Risk Management report was reviewed by Liz and all program team members.** .

 *Discussion: Improvement needed for shelter intakes.*

 *Outcome, Actions, Timeframe:* **Please ensure that Directors/Supervisors are following up on all screening and shelter discharges for client satisfaction.**

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **No discussion** (Liz T).

 *Discussion:*

 *Outcome, Actions, Timeframe:*

**VI. Other Business:**

*1. Sub-topic:* **Holiday Luncheon and Employee Recognition** (Cindy S-H)

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Today at Munecas Taco Garden 1:00- 3:00 pm. See you all there.**

*2. Sub-topic:* **Open floor/vacation leave**

 *Discussion:* Cindy will be on vacation leave December 19, 22, 23. Phil will be on vacation leave December 26th through January 5th.

 *Outcome, Actions, Timeframe:* Wishing everyone a safe and happy Holiday Season!

Respectfully submitted by:

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| --- | --- | --- |
| Cindy Starling-Hersey |  |  December 19, 2024 |

 Name Date