**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date 1/27/25 (follow up to discuss additional items from CINS FINS meeting on 1/29/25)

Time: 11

Location: Bivens

Date of Next Meeting: 2/20/25 at 12pm

Attendance: Olivia Hollier, Jessica Bechtold, Elizabeth Paz, Erin Andres, Melissa Rider

Absent: Collin Weisner, Nicholas Rosario (Excused, and filled in after main staff meeting)

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1.**Sub-topic:* **Budget**

*Discussion:*  Provided tentative budget. Please continue to follow approval procedures to purchasing.

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

B. Marketing and Business Development

*1. Sub-topic:*  **Outreach and Productivity**

*Discussion*: Discussed January’s outreach efforts (See Pgm Report). More outreach provided on 1/30/25 (beyond the timeframe of this report).

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

C. Regulatory Issues

*1. Sub-topic:* **Peer reviews**

*Discussion:* scheduled Q3 peer reviews for 2/20/25.

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

*2. Sub-topic:* **Supervision**

*Discussion:*  Jess and the team scheduled individual supervision for the end of January and February.

*Outcome, Actions, Timeframe:* **Completed**

*3. Sub-topic:* **Productivity**

*Discussion:* Reviewed current productivity. Discussed open position, intakes scheduled, outreach, issues with no shows. Jess reminded the team that it is important that we stay vigilant on our personal productivity requirements for the position.

*Outcome, Actions, Timeframe:* **Complete**

D. Human Resource Issues (Staffing and Training)

*1.**Sub-topic:* **Intern**

*Discussion:*  Nicholas Rosario (new intern) completed his orientation on 1/24/25 and started in office on 1/24/25. There is one open Counselor position and we have recently had some interest from students at UCF.

*Outcome, Actions, Timeframe:* **Welcome, Nick!**

*2. Sub-topic:***Outreach Logs**

*Discussion:*  Continue to enter into NetMIS, log on form and send monthly outreach to Cindy.

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

*3. Sub-topic:* **CPR/ First Aid**

*Discussion:* In person CPR/First Aid training completed at Bivens on 1/24/25. There were 12 people in attendance.

*Outcome, Actions, Timeframe:* **Complete**

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:* See in budget

*Outcome, Actions, Timeframe: Ongoing*

**II. Health and Safety:** Program/Regional Coordinators

A. Internal Inspections

*1. Sub-topic:* **Drill / Med kits 2025**

*Discussion:*  Drill and maintenance log completed on 1/24/25. Medical kits scheduled for later today (1/27/25).

*Outcome, Actions, Timeframe****:*  Complete**

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

*2. Sub-topic:* **Window repair**

*Discussion:* The long-awaited window repair was completed for the Bivens building on 1/23/25. Awaiting quote for an additional window repair in ste 7.

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

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

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

**III. Quality Improvement**

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

*1. Sub-topic:* **Documentation**

*Discussion:*  Ensure all 30, 60,90-day reviews are done in a timely manner, all signatures and attempts completed by the due date and all initial chart review/plan reviews handed in within the first week of intake.

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

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **See Risk Management**

*Discussion: See report*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic*

*Discussion:*  See Regulatory Issues

*Outcome, Actions, Timeframe:*

D. **Policy and Procedure Updates and/or Review for Your Information from CINS/FINS Meeting:**

**I. Business Operations:**

A. Monthly Budget (revenue and Expenses)

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

*Discussion:* Reviewed Risk management report, needs of contract and productivity. ITN upcoming. Budget tentative and upcoming.

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

B. Marketing and Business Development

*1. Sub-topic:* **Outreach activities/ marketing** (Phil K)

*Discussion:*  Phil discussed Hill day February 12th, Legislative Delegation (with Fl Ntwk), Midici Flyer and Kendra Scott, the Annual meeting on November 13th, 2025, discussed requests for 4 new Vans, and discussed upcoming EAR meeting and contract discussions with the Florida Network with Alex taking the lead.

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

*2. Sub-topic:* Behavior System **(Cindy S)**

*Discussion:* Cindy discussed looking for options for a newer behavior system for the shelters

*Outcome, Actions, Timeframe:* **Accepting recommendations**

C. Regulatory Issues

*1. Sub-topic:***Brave Platform (Cindy S)**

*Discussion:* Leigh discussed challenges with Brave, responses to referrals received and decided to meet individually to discuss remedies further.

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

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Emergency Contact**

*Discussion:* Jess gathered emergency contact cards and placed in emergency binder.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Cameras (Cindy S)**

*Discussion:*  Discussed update and efficacy of cameras at central Shelter.

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

E. Annual Budget Planning and Process

*1. Sub-topic:* **Tentative Budget and PO Procedures**

*Discussion:* Discussed tentative budget, PO/ ordering process through approval, fiscal and supported by receipts.

*Outcome, Actions, Timeframe: Ongoing*

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:* **Peer reviews/ QI**

*Discussion:* Discussed questions and concerns with new updated process. Each pgm to test newer electronic method to see which works best for them.

*Outcome, Actions, Timeframe:* Ongoing

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:*  **UER-2nd Quarter**

*Discussion:* Discussed trends and reminded team to sign all UER’s. Q 3 peer reviews due 4/15/25.

*Outcome, Actions, Timeframe:*

**III. Quality Improvement**

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

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

*Discussion:* To schedule shelter meeting to discuss updates on standards and policy updates online.

*Outcome, Actions, Timeframe:* **Review critical areas and prepare for upcoming monitoring visits.**

2. *Sub-topic:* **Forms and updates**

*Discussion:* Please ensure forms are up to date. Copies of updates upon request.

Outcome, Actions, Timeframe: February report will be due on Monday 2/6/25.

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 )

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

E. Participant Complaint and Grievance (specific and quarterly review if trends) (Cindy S)

*1. Sub-topic:* **Grievance review Quarterly report**

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

# IV. Risk Management.

A. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:* **Accessibility Plan/ Volunteer and youth Participation Plan and Job Duties**

*Discussion:* Provide participation plans for CINS Team to review for additions/ Corrections

*Outcome, Actions, Timeframe:* **Return to Cindy and Alex by 2/15/25.**

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **See above regarding shelter cameras.**

*Discussion:*

*Outcome, Actions, Timeframe:*

**VI. Other Business:**

*1. Sub-topic:* **Train the trainer for CPR First Aid** (Cindy S)

*Discussion:* Jess B received quote from local UF provider on 1/30/25

*Outcome, Actions, Timeframe:* **Sent to Cindy and Phil for review.**

*2. Sub-topic:* **QI Standards review**

*Discussion:* Discussed cross shadowing in Shelter.

*Outcome, Actions, Timeframe:*

**IV. Risk Management**

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:* **Fl Network report from Amy Orman**

*Discussion:* Distributed to team

*Outcome, Actions, Timeframe:* **Reviewed**

*Outcome, Actions, Timeframe:* **Complete**

B. Employee Concerns or Complaints

*1. Sub-topic:* **Productivity**

*Discussion:* See above

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

C. Potential regulatory audits and/or investigation of operations

*1.* *Sub-topic:*

*Discussion:* See above

*Outcome, Actions, Timeframe:*

**V. Information Technology**

A. Technology Plan FYI

*1. Sub-topic:*

*Discussion:*

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

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:*

*Discussion:*  No Discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*Sub-topic:* **Documentation and entry**

*Discussion:*  Documentation due within 24 hours.

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

1. *Sub-topic:* **Truancy Court**

*Discussion:*  No Truancy Court for the month of January.

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

1. *Sub-topic:* **Case Staffing**

Discussion: Jess emailed committee notifying that there are no Case Staffing’s for the month of January. CINS FINS Training with Ed Wilton on 2/21/25 at 10am.

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

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| Jessica Bechtold |  | 1/30/25 |

(Informational update to counselors on 1/29/25 after CINS FINS meeting)