**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: January 30, 2020

Time: 930-1030

Location: Bivens

Date of Next Meeting: February 27th, 2020 at 930am.

Attendance: Liz Pratt, Jessica Bechtold, Cassandra Denham, Mary Simmons, Kiriam Diaz, Evelitza Soto, , Isaiah Harmon

Absent: Diana Jones,) Corey Collins, Jennifer Wilkison,

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Overtime**

*Discussion:*  Reminded staff to obtain supervisor permission for overtime

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

*2. Sub-topic:* **Timesheets**

*Discussion:*  Reminded staff to review timesheets and calculations before submitting.

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

*3. Sub-topic:* **Travel**

*Discussion:*  Reminded staff to submit all travel and reimbursements

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

B. Marketing and Business Development

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

*Discussion:* Jess and Staff discussed outreach for the month of December.

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

*2. Sub-topic:* **Family Action Deliverables**

*Discussion:*  Discussed productivity and reviewed Fl. Network Benchmarks

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

C. Regulatory Issues

*1. Sub-topic:*  **Training Files and Charts for QI**

*Discussion:* Submit two open and two closed charts along with completed training files. SNAP to bring files and SIS documentation to QI.

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

*2. Sub-topic:*  **Suicide Risk**

*Discussion:*  Add goal or note in tracking form when monitoring for suicide risk.

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

*3. Sub-topic:*  **Cins/Fins Brochures**

*Discussion:*  Jess verified that staff members were still handing out brochures during intake.

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

*4. Sub-topic:*  **Dixie County**

*Discussion:*  Jess and Mary to have a conference call with Stephanie Douglas and FA counselor about Dixie County.

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

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Valic**

*Discussion:* Asked Staff to Schedule with Valic in Feb 6th to discuss options if necessary

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

*2. Sub-topic:* **Vacation Hours**

*Discussion:* Jess reminded F/T staff to use vacation hours before end of year.

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

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

E. Annual Budget Planning and Process

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

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

*1. Sub-topic:*  **Monthly Drill**

*Discussion*: Jennifer Wilkison completed drill for the month of January 2020

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

*1.**Sub-topic:* **Electrical repair**

*Discussion*: Family Action was notified of electrical issues in the maintenance room. Roy scheduled an electrician to repair wiring.

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

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

*1. Sub-topic:* **Fire inspection**

*Discussion:*

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

*Discussion: No Discussion:* **No discussion**

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1.* *Sub-topic:* **Florida Network Performance report/Risk Management Report**

*Discussion:*  Jess had staff review Fl. Network Benchmark/ performance report

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

B. Outcome Management (status, reports, recommendations)

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

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*Sub-topic:*

*Discussion:* **See Quality Improvement**

*Outcome, Actions, Timeframe:*

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

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Coordinator’s Budget**

*Discussion:*

*Outcome, Actions, Timeframe*

*2. Sub-topic:* **Youth Care Worker Budget**

*Discussion:*  Latest budgets were distributed and discussed. The overtime is down significantly. Thanks for your efforts in this area.

*Outcome, Actions, Timeframe*  **Please stay focused on overtime costs.**

B. Marketing and Business Development

*1.*  *Sub-topic:* **Valic update**

*Discussion:*

Outcome, Actions, Timeframe:

*2. Sub-topic:* **Retention supplements**

*Discussion:*

*Outcome, Actions, Timeframe:* Distributed by Direct Deposit during the week of the 9th.

C. Regulatory Issues

*1. Sub-topic:* **Pre-employment Assessments**

*Discussion:*

*Outcome, Actions, Timeframe:*

*2 Sub-topic:* **Bed Scans**

*Discussion:*Zach is working on a new bed scanner system to increase reliability

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Fl. Network Big Meeting**

*Discussion:*

*Outcome, Actions, Timeframe:* Congratulations.

*2. Sub-topic:* **Program Coordinator title change**

*Discussion:*

*Outcome, Actions, Timeframe:* Congratulations.

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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

A. External Inspections

*1. Sub-topic:* **No discussion**

*Discussion:*

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Safety and maintenance Inspection Semi-Annual Residential Review**

*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:* **QI**

*Discussion*: IYP-C Region QI Review.

*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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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/Role Plays**

*Discussion:*

*Outcome, Actions, Timeframe:*

*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:* **CINS Performance Packet** / **FL Network reports**

*Discussion:* Reviewed

*Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

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

*Discussion:*

*Outcome, Actions, Timeframe:* Pending

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:*

*Discussion:*  No Discussion

*Outcome, Actions, Timeframe:*

**VI. Clinical/Program**

A. Medical and Medication Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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:* See marketing and business development.

*Outcome, Actions, Timeframe:*

*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:*

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* Community Relations plan

*Discussion:*  **No Discussion**

*Outcome, Actions, Timeframe:*

# IV. Risk Management

**Risk Management**

A. Risk Management Plan (exposure to loss)

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

*Discussion:* See above 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:*

*Discussion:* **No Discussion**

*Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan FYI

*1.* *Sub-topic:* Computer for Diana

*Discussion:* Jess requested computer for Diana jones. Zach is in the process of updating the front computer for Diana.

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

*2.* *Sub-topic:* Speakers

*Discussion:* Cassandra speakers not working

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

*3.* *Sub-topic:* Website

*Discussion:* FA referral form Glitches making it difficult for families and external companies to refer online.

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

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:* **QI Indicators**

*Discussion:* On FL Network Website.

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*Sub-topic:*

*Discussion:* **No Discussion**

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

1. *Sub-topic:* **SNAP January 2020**

*Discussion:*  SNAP Clinical began Cycle 3 and 4 with an open house on Jan. 14th for the SNAP Girls Group and Jan. 15th for the SNAP Boys Group. The official SNAP session begins on Jan. 21st and 22nd. As for productivity, SNAP Girls Group currently is operating at over 100% participation. Although the SNAP Boys Group is still in the recruiting phase at 4 families, they are looking to bring on two more families before the third session. In related news, SNAP continues with the interview process for the SNAP Counselor/ Case Manager position. It is with hope that we may fill this position within the next few weeks, background screens pending.

SIS (SNAP in Schools) had returned from winter break and has already participated in Rawling's 2020 Career Day. SIS filled in for a missing presenter and seized the opportunity to have a mini pre lesson on SNAP with the third and fourth graders and is looking forward to working the third grade team for the second semester. SIS will be beginning lessons with them sometime in February. *Outcome, Actions, Timeframe:* **Complete**

*2.*  *Sub-topic:* **Family Action Misc.**

*Discussion:* Finally, Truancy Court and CINS/FINS Court will not be held in January and will resume February 19th, 2020.

*Outcome, Actions, Timeframe:* **Thank you to all staff for all of your hard work and support in making our program a success.**

Respectfully submitted by:

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| Jessica Bechtold |  | January 30, 2020. |