**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 4/22/22

Time: 10 am

Location: Bivens

Date of Next Meeting: May 27th at 10am

Attendance: Jessica Bechtold, Evelitza Soto, Leigh Kassem, Ashley Harrynarine, Corey Collins, Adam Hassan, Jamie Taylor

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Program needs**

 *Discussion:*  Jess checked in with the team to assess needs in each program

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

B. Marketing and Business Development

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

 *Discussion:* Checked in on school outreach, outreach forms, school contacts. Discussed groups in schools. FAC and SNAP will meet on May 11th at 11 for a collaborative outreach meeting in order to increase productivity and wrap around services. Jess invited Gwen and her team to join in discussing outreach efforts and collaborating with them on summer groups. Corey invited the team to a youth advisory board meeting at the Library Partnership. Evelitza will be meeting with Sonja from SWAG in order to discuss mini sessions during the summer.

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

*2. Sub-topic:* **CINS Meeting**

 *Discussion:*  Tracey, Cindy, and Jess scheduled meeting with Ed Wilton in order to discuss CINS services in Alachua County. Scheduled meeting for May 12th at 10am.

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

C. Regulatory Issues

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

 *Discussion:*  Jess discussed closing questionnaires and ways to increase response and Jess also discussed the need to be cognizant of blanks on forms. Jess reminded the team of the need for signatures on individual plans and the feedback from the most recent audit.

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

*2.**Sub-topic:*  **Schedules and Whiteboard**

Discussion: Jess reminded Staff to submit weekly schedules and to update white board as they leave the building.

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

*3. Sub-topic:*  **Peer Reviews**

 *Discussion:* Jess scheduled peer reviews for 4/29/22 at 11am.

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

*4. Sub-topic:* **NetMis and Nirvana Submissions**

 *Discussion:*  Please submit NetMis and Nirvana to Jess at least 12 hours in advance so that she has time to enter charts into data systems (to meet deadline requirements).

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

D. Human Resource Issues (Staffing and Training)

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

 *Discussion:* Jess reminded staff to complete annual training list and to inform her of any training needs. Jess and team scheduled Case Staffing Training for 4/29/22 at 2pm.

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

*2. Sub-topic:* **Open positions**

 *Discussion:*  We have currently hired for both Counselor positions and have the administrative assistant position in background screen. We have our last open counselor position in background screen as well.

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

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:*  **Sanitation of Building**

 *Discussion*: Discussed sanitation protocol. Staff have been reminded to sanitize the building at each building visit. Continue to use social distance measures, stagger sessions if not remote, screen for virus, use biggest conference room to ensure distance, wipe down tables, chairs, door knobs, phones, computers, bathrooms and any other applicable items, etc., wash hands regularly and thoroughly, utilize available hand sanitizers, gloves and other safety measures. Jess suggested masks throughout the building.

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

*2. Sub-topic:* **Drill for April 2022 and medical kits**

 *Discussion:* Jess completed drill for April 2022 and will complete Medical Kit audit within the next few weeks.

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

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: No Discussion:* **No discussion**

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

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

 *Discussion:*  Discussed adding 30, 60, 90 day reviews to planner and highlighting need, providing and handing in closing surveys and reminded team about the need for closing Nirvanas. Please tally all documentation for service tally during discharge.

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

*2.* *Sub-topic:* **Screening**

 *Discussion:*  Jess reminded staff about needing a screening for all charts and reentries

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

B. Outcome Management (status, reports, recommendations)

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

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

 *Discussion:*

 *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:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1.*  *Sub-topic:*

 *Discussion:*

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

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

 *Discussion:*

*Outcome, Actions, Timeframe:*

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

 *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 Coordinators

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*:

 *Outcome, Actions, Timeframe:*

B. 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:*

 *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/ Policy procedure update**

*Discussion:*

 *Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

*1. Sub-topic:*

 *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

*1. Sub-topic:*

 *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:*

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Administrative Building**

 *Discussion:* Roy to provide a copy of master keys to Cindy Starling

 *Outcome, Actions, Timeframe:* Pending

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 above in outreach plan.

*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:* **Productivity**

 *Discussion:* See above

*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:* **IT**

*Discussion:*  Jess reminded staff not to use personal technology for any direct care services and reminded staff to defer to Zach with any technological difficulties. Jess sent request on 4/22/22 for possible hotspot for Ashley and checked in on phone status for Ashley.

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

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

 *Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

1. *Sub-topic:* **SNAP and Misc.**

*Discussion:*  SNAP Staff offered updates in their respective programs.

*Outcome, Actions, Timeframe:* **Thank you to all staff for all of your hard work and support.**

Respectfully submitted by:

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| --- | --- | --- |
| Jessica Bechtold  |  | 4/22/22 |