**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date 4/22/25

Time: 11

Location: Bivens

Date of Next Meeting: 5/23/25 at 12pm

 Attendance: Olivia Hollier, Collin Weisner, Nicholas , Theresa Merritt, Rosario Erin Andres, Melissa Rider, Jessica Bechtold,

Absent: Elizabeth Paz

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

 *Discussion:*  Projected to be complete by July- August 2025.

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

B. Marketing and Business Development

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

 *Discussion*: Discussed April outreach efforts (See Pgm Report).

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

C. Regulatory Issues

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

 *Discussion:* Scheduled Q4 for May 23rd, 2025.

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

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

 *Discussion:*  Jess and the team to scheduled supervision for the month of May.

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

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

 *Discussion:* Reviewed current productivity and discussed notification and approval requirements for sick leave and vacation leave. Discussed protocol for gaps in sessions and documentation needs. Please notify me of any leave requests and SL taken. Please call me rather than texting for leave taken shortly before shift so that we can mitigate any scheduling or task issues. A huge thank you to the team for a job well done.

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

*4. Sub-topic:* **Paylocity**

 *Discussion:* Discussed payroll and the teams experience with the interface time off requests etc. Discussed concerns regarding W4 submissions not being applied to earnings. Reminded team to submit timesheets once shifts end on Friday.

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

 D. Human Resource Issues (Staffing and Training)

*1.**Sub-topic:* **Updated documents**

 *Discussion:*  Individual plan includes disclaimer and Clinical supervision includes an FNY/ name slot. Reminded team of monitoring voluntary withdraws as this may indicate and issue with the individual plan.

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

*2. Sub-topic:***Training**

 *Discussion:*  Deaf and Hard of Hearing 1-3 has changed on Fl Mylearn to : “Foundations of disability rights” Jess asked team to document this as Deaf and Hard of Hearing1-3/ Foundation of disability rights until the Network changes title expectations.

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

*3. Sub-topic:* **Form Updates**

 *Discussion:* Please pay attention to all online form updates. Please refrain from editing forms. Submit request for changes if you identify a need for change on the form.

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

E. Annual Budget Planning and Process

*1. Sub-topic:* See above

 *Discussion:* See in budget

 *Outcome, Actions, Timeframe: Ongoing*

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

A. Internal Inspections

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

 *Discussion:*  Drill and Maint. Log completed on 4/21/25 and 4/23/25

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

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

 *1. Sub-topic:*

 *Discussion:*  See above

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

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:* **Plan signatures and review dates**

 *Discussion:*  Ensure all 30, 60,90-day reviews are done 30 days from last review All signatures and attempts are to be documented and supported. All attempts for a plan review, it must be documented in notes, on plan signature pg. and counselor is required to obtain signature at first availability (IE next session or before if family is available to sign ). If there is no plan signature due at the time of closing, and all others are up to date, you are not required to obtain an additional signature at closing.

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

*II. Sub-topic* **Individual Plans**

*Discussion:*  Jess reminded team to make plans achievable. Lauren Maldonado reminded us during QIC to set the plans up so that there is no doubt they will achieve the goals. The key is to tap into strengths. If it is long, it may be setting them up for failure or not meeting their individual needs in an effective way. In addition, you must individualize the objectives and tailor them to px and family goals. This includes identifying the topic you will be addressing. You can use a template but at some point it will have to be individualized as a person centered plan.

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

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **See Risk Management report in email**

 *Discussion: See report*

 *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:**

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Director Monthly Budgets**

 *Discussion:*  Handout

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **Donation of two vehicles**

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

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

 *Discussion:*

 *Outcome, Actions, Timeframe:*

 *Sub-topic:* **Employee Application and Pre-Hire Packets Training**

 *Discussion:*

 *Outcome, Actions, Timeframes:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:* No 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:*  No discussion

 *Outcome, Actions, Timeframe:*

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:* **Q3 Peer Review**

 *Discussion:* Please ensure that reviews are up to date and have been submitted online in the new portal.

 *Outcome, Actions, Timeframe:*

*2.* *Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **QI Audit for NW is 4/23-4/24**

 *Discussion:* Please continue preparing for audit. Thank you to those assisting NW, especially Ms. Naomi. East, please continue preparing as well for your upcoming audit.

 *Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* Policies and QI Standards

 *Discussion:* Brief introduction to new Search/Contraband Policy workgroups by Zeke. We have several staff involved in 1 or more of the 3 workgroups headed up by Laura and the Network. A new policy is being presented and along with that, new training procedures, including at time of hire, as well as the introduction of materials/video for participants at intake.

*Outcome, Actions, Timeframe:*

E. Participant Complaint and Grievance (specific and quarterly review of trends)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

F. Planning Documents (reports, status of goals and objectives, reformulation)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:*

 *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:* **Risk Management Packet Review March**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2.* *Sub-topic:* **UER’s**

 *Discussion:*  No 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

*1. Sub-topic:* **Intranet 2.0**

 *Discussion:* Liz and Zach are working toward creating a new “Internet” that is more user-friendly and accessible. Please provide brief feedback of what would assist you in utilizing this resource better.

 *Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Enhanced Summer Program**

 *Discussion:* Brief discussion about program plans/themes for Summer.

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Training**

 *Discussion:* Each program designee should ensure that all staff are up to date on training.

 *Outcome, Actions, Timeframe:* On-going

*3. Sub-topic:* **Job Tasks/Duties**

 *Discussion:* Please submit to Alex a list of ALL job duties that you undertake as part of your position, regardless of your position/program. Job descriptions are being updated and tasks will be clarified with all staff. Everyone must ensure that you are meeting the deliverables of your position and/or those you supervise are meeting their deliverables.

 *Outcome, Actions, Timeframe:* 4/30/25

**VII. Other Business:**

*1. Sub-topic:* **Service Excellence Award Recipient**

 *Discussion:* CONGRATULATIONS!! Yay Monica. Please join us in thanking her for her hard work and dedication and congratulate her on earning this award. Her accomplishments were honored at the Annual FJJA/DJJ Legislative Reception in Tallahassee.

 *Outcome, Actions, Timeframe:*

**IV. Risk Management**

A. Risk Management Plan (exposure to loss)

 *1. Sub-topic:*

*Outcome, Actions, Timeframe:*

 *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:* See above

 *Outcome, Actions, Timeframe:*

**V. Information Technology**

A. Technology Plan FYI

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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 March, 2025.

*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 March. CINS FINS Training with Ed Wilton will be held on May 15th at 10am.

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

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| Jessica Bechtold  |  |  4/24/25  |