**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 05/18/23

Time: 2pm

Location: Bivens

Date of Next Meeting: June

Attendance: Rebecca Hunt, Olivia Hollier, Jessica Bechtold, Melissa Rider, Arielle Tibon, Erin Andres , Shadrekah Muhammad

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **End of fiscal year**

 *Discussion:*  Discussed submitting all fiscal related items by the end of June, 2023.

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

B. Marketing and Business Development

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

 *Discussion:* The FAC Team participated in multiple outreach events including an informational and educational outreach opportunities at Girls Place, as well as outreach opportunities with managers within rental communities in order to educate them on our services. We will be included in community/apartment newsletters and rental management has agreed to distribute and post flyers of our services. We are also looking forward to attending The Greater Gainesville Chamber of Commerce Mental Health Awareness round table event on May 23rd from 9-11:30am.

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

*2. Sub-topic:* **JJC**

 *Discussion:* The JJC meeting was held on May 5th, 2023 at 9am via Zoom.

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

*3. Sub-topic:* **Groups**

 *Discussion:* Groups at Westwood are in week 8. Jess and team discussed topics reviewed with youth with particular focus on communication during conflict.

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

C. Regulatory Issues

*1. Sub-topic:* **New form updates and suggestions**

 *Discussion:* Discussed informed consent updates to include consent for interagency communication for the purpose of facilitating additional services amongst programs.

 *Outcome, Actions, Timeframe:* **Please update the informed consent in your intake packet.**

*2. Sub-topic:* **NetMis 3**

 *Discussion:*  Discussed new requirements and discussed questions and concerns. Please select both the intake and primary counselor, otherwise it may erroneously omit on the case load reports.

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

*3.**Sub-topic:* **Documentation**

 *Discussion:*  All attempted reviews must be done within 30 days and documented (with an attached drop box receipt, letter, email to corroborate the documentation of review. ) Please also explain on signature line.

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

*4.**Sub-topic:* **CARF**

 *Discussion:*  Discussed upcoming CARF. Discussed building maps, notified Zach of need for map updates that include each suite.

D. Human Resource Issues (Staffing and Training)

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

 *Discussion:* Continue to review and meet training requirements. Discussed Peer reviewers training and MAB training.

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

*2. Sub-topic:* **Schedules/data updates**

 *Discussion:* Please remember to hand in schedules at the end of each week and submit any data entry needs .

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

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

*1. Sub-topic:* **Drill for May 2023 / Sign in Sheet**

 *Discussion:* Please have all visitors sign in before entering. The May safety drill will be completed by end of month.

 *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:*

 *Discussion: No Discussion:*

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

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

 *Discussion:* Peer reviews was completed on May18th, 2023 at 3pm. The team will provide 2 open and two closed charts.

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

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

 *Discussion:*  Jess gave team updated training check list. Jess also sent pending draft of policy and procedure for feedback. Please remember audit your training files to ensure annual requirements are met. Please see additional training offers sent in Fl Network email. (They have been added to the updated training list).

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

*3. Sub-topic:* **NetMis Satisfaction Survey**

 *Discussion:* Please obtain surveys from both parent and child.

*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:*  **Discussed QI**

 *Discussion:* Informed team of QI audit on May 31st and June 1st. (Jess and the team discussed reminders for QI and chart requirements for upcoming audit. Jessica also addressed the preference for in person reviews and signatures per family availability and reminded the team to print signature receipts for electronic/remote reviews. Jess also reminded the team to obtain SSN’s, Peer reviews and write it on green sheet. Please also have families complete surveys, submit copy to Jess to give to data).

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

*2.* *Sub-topic:*  **Medical Kits**

 *Discussion:*  Completed medical kit audit.

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

D. **Policy and Procedure Updates and/or Review for Your Information from CINS/FINS Meeting: 5/17/23**

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Director’s Budget/Deficit Reduction**

 *Discussion:*  Ideas for further reductions food, overtime, supplies, travel, etc. Discussed deficit reduction: Watch budget

James and Tammy will have different ideas on ways to present the budget where the directors will have a bit more control over it.

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **New Gainesville Shelter Ground Breaking**

 *Discussion:*  Held 5/10/23 at 10am.

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

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

 *Discussion:*  QI review scheduled for May 31st and June 1st.

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **DCF training requirements**

 *Discussion:*  At relicensure; DCF wanted all employees trainings on anniversary date and discussed wanting certificates for Skill Pro trainings. . No other issues identified.

 *Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:* **FY 23-24 Budget planning/recommendations**

 *Discussion:*  Send updates and suggestions via email

 *Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Directors

A. External Inspections

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

 *Discussion:* Discussed monthly drills

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Vehicle Needs**

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

 *Discussion:* Check grievance box daily and log book every day.

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

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

 *Discussion:*  Due for quarter 4

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Programs to attend QI calls**

 *Discussion:* Attend QI calls every other Wednesday to obtain updated NetMis and Program information.

 *Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Productivity status/Performance Measures**

 *Discussion:* Review of Netmis Report Card

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* **Policy and Forms Updates/Informed consent per site/Emergency binder**

 *Discussion:* Provided copies to all (see intranet). Update as necessary. Refrain from updating forms without going through Cindy and Sam.

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Grievance box**

 *Discussion:* Check grievance box daily and log book every day.

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* Strategic Plan

 *Discussion:*  No 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:*

 *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:* **QI Reviews**

 *Discussion:*  Palatka QI review was held on May 3rd and 4th. Centeral will be held on 5/31 and 6/1/23.

 *Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **Be vigilant and be sure to report suspicious emails***.*

 *Discussion:*  Use phishing button on all suspicious emails.

 *Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **Medication error training**

 *Discussion:* Discussed oversight and back up options for med error training (Brian).

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

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

 *Discussion:*  SNAP Fl Network Training 13th and 14th virtual and 18-20th in the big conference room.

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Summer Enrichment Program Ideas**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Community Resources for Groups**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Staff Incentives**

 *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*

*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:*

*Discussion:*  **No Discussion**

*Outcome, Actions, Timeframe:*

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

 *1. Sub-topic:*Documentation and signatures

 *Discussion:*  Submit documentation within 24 hours and obtain signatures within the allotted time frames. For remote services, obtain signatures while on zoom with the family rather than sending it afterwards.

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

*2. Sub-topic:* **Nirvana Assessments**

 *Discussion:* Be mindful of reassessment needs and Nirvana deadlines.

 *Outcome, Actions, Timeframe:* Ongoing

**VII. Other Business:**

*1. Sub-topic:* **Truancy Court and Case Staffing**

 *Discussion:*  Truancy Court was cancelled for the month of June and July. Case Staffing will be held on June 8th, 2023 at 10am.

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

*2. Sub-topic:* **Holiday**

 *Discussion:*  Due to upcoming holiday, please get timesheets and mileage in by Thursday at 12. In addition, please submit all fiscal related materials before the end of the fiscal year.

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

Respectfully submitted by:

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| Jessica Bechtold  |  | 5/18/23  |