**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 05/20/2024

Time: 12pm

Location: Bivens

Date of Next Meeting: 06/24/2024

Attendance: Wendy Mandell, Elizabeth Paz, Gabby Yepes, Olivia Hollier, Jessica Bechtold, Melissa Rider, Erin Andres

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

*Discussion:* Please monitor hours and notify supervisor prior to going into overtime so that we may collaboratively adjust your schedule.

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

B. Marketing and Business Development

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

*Discussion:* Jess and the team discussed specific outreach events attended/completed. The team provided outreach for Village Counseling Center, PK Younge and attended Levy County Prevention Coalition’s General meeting on May 17th, 2024. Counselors are also planning to attend Pace Center for girls Prom on May 24th and will again meet with PACE participants on Tuesday, May 28th to present information about offered groups.

*Outcome, Actions, Timeframe:* **Continue to seek additional outreach opportunities**

C. Regulatory Issues

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

*Discussion:* CARF was held on May 8-10th and tentative reports have been very positive.

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

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

*Discussion:*  Discussed the training file log and how and when to transition to a fiscal year from a calendar/ date of orientation year. Jess reminded the team to print out and continue training on Skillpro as it is now up again.

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

*3. Sub-topic:* **Truancy Court/ Orders**

*Discussion:*  Truancy court was held on 5/22/24 at 2:30pm. One case was closed and one was referred to Family Action.

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

4. **Peer reviews and supervision**

*Discussion:*  Peer Reviews completed for 5/20/2024.

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

D. Human Resource Issues (Staffing and Training)

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

*Discussion:* Please remember to offer case management services to those who may have needs beyond our services, focus on meeting families where they are at with particular focus on intakes and family preferences in order to mitigate withdraws and no shows. In addition, if the team does experience no shows, please follow up with the family and give the referral to Elizabeth so that she can provide additional follow up.

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

*2. Sub-topic:* **Team celebrations**

*Discussion:* Wendy and Olivia walked in their Master’s graduation on the weekend of the 10th. Congratulations and a job well done!

*Outcome, Actions, Timeframe:* **Congratulations!**

*4. Sub-topic:* **Updated documentation**

*Discussion:*  Jess continues to collect car insurance renewal cards for FAC and updated due dates.

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

E. Annual Budget Planning and Process

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

*Discussion:*  See Above

*Outcome, Actions, Timeframe:*

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

A. Internal Inspections

*1. Sub-topic:* **Drill for May 2024**

*Discussion:* Drill for May was completed on 5/23/24. Jess completed maintenance log for May 2024

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

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

*1. Sub-topic:* **Air conditioning**

*Discussion:* Bivens experienced a malfunctioning thermostat, which was caused by a failed fire alarm within the air conditioning unit, The alarm was replaced and the thermostat is currently functional.

*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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

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

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*  **Fl Ntwk Policy and Procedure**

*Discussion:*  Jessica sent the team the newest Fl. Network policy and procedure draft following the QIC event and asked the team to provide feedback/suggestions if they have any.

*Outcome, Actions, Timeframe:*

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

**Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **Summer enrichment programs**

*Discussion:* Field Trips, Field Day at East

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **New Shelter Open House**

*Discussion:* Date and specifications to be determined

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:* **CARF Survey and QI Results**

*Discussion:* Pending CARF report and successful completions of QI Audits in all three regions.

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

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

*Discussion:* Review of Netmis Data Handout/Liz

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **DCF Trainings**

*Discussion:* Naomi Discussed Self care trainings and HTST requirements.

*Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* **Policy and Forms Updates**

*Discussion:* Provided copies to all (see intranet).

*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:* **Strategic Plan**

*Discussion:*  Discussed strategic planning exercise and each program to complete their strategic planning before the next Cins/Fins meeting.

*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:*

*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:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

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

*Discussion:* Discussed summer enrichment plans for each program and FAC continuum of care.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **SNAP for DJJ Youth**

*Discussion:* Discussed new pilot expectations

*Outcome, Actions, Timeframe:*

3. Sub-topic: **DJJ Prevention Visit**

Discussion: Discussed most recent DJJ visit in East

Outcome, Actions, Timeframe:

**VII. Other Business:**

*1. Sub-topic:*

*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:* **Ongoing**

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:* **CARF**

*Discussion:* See above

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

**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:*  No Discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*Sub-topic:*

*Discussion:*  See above

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

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

*Discussion:*  Truancy court was held on July 17th, 2024.

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

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

*Discussion:*  The next Case Staffing is scheduled for June 13th at 10am.

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

Respectfully submitted by:

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| Jessica Bechtold |  | 5/30/24 |