**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date 5/23/25

Time: 12 pm

Location: Bivens

Date of Next Meeting: 6/26/25 at 12pm (With special presenter from Florida Legal)

Attendance: Collin Weisner, Theresa Merritt, Erin Andres, Melissa Rider, Jessica Bechtold

Absent: Elizabeth Paz, Olivia Hollier

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

*Discussion:*  Reviewed temporary budget. During the meeting, we identified a few discrepancies that need corrections. Jess reminded team to notify her if they are looking like they might go into overtime so that we can reconfigure the schedule (IE: Apply breaks etc).

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

B. Marketing and Business Development

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

*Discussion*: Discussed May outreach efforts and the need for additional efforts with groups due to upcoming summer lull (See Pgm Report).

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

C. Regulatory Issues

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

*Discussion:*  Q4 Completed on 5/23/25

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

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

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

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

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

*Discussion:* Reminder: 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:* Please remember to clock in and out. Recommended setting alarms as a reminder.

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

D. Human Resource Issues (Staffing and Training)

*1.**Sub-topic:* **Chart releases**

*Discussion:*  Jess is working on a records request and release training for the agency. Sam and Jess are looking at ways to improve records release form.

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

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

*Discussion:*  Renews July first at start if new fiscal year. Awaiting new/additional training requirements.

*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 to be completed the week of May 26th, 2025. Maintenance log completed on 5/20/24 for the month of May.

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

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

*1. Sub-topic:*  **Fire retardant spray**

*Discussion:*  Jess is confirming various requirements for fire retardant spray and will purchase sprays according to code requirements. Awaiting response from Fire department.

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

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 documentation**

*Discussion:*  Ensure all 30, 60,90-day reviews are done 30 days from last, all attempts are documented on line and in notes. Gaps in sessions are also expected to be documented.

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

*II. Sub-topic* **Screenings**

*Discussion:*   Truancy shall be marked only when participant is considered legally truant; otherwise the issues are considered school related and/or attendance issues.

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

*III. Sub-topic:* **DJJ Contract Draft**

*Discussion:*  Reviewed items reviewed in CINS/FINS, discussed possible changes and possible solutions. Identified questions that will be forwarded to Cindy and Phil.

*Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*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** (temporary)

*Discussion:*  Handout of place holder budget and discussion. Directors provided feedback to Darla for upcoming budget.

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:*

*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:*  **Ashley’s last day**

*Discussion:*  Ashley’s last day is 5/21/25 but she will remain remote.

*Outcome, Actions, Timeframe:*

*Sub-topic:*

*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:* **Q4 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:* **New DJJ Contract Draft**

*Discussion:* Identified a few items to review related to gaps in services, criteria, definitions of CINS/FINS, Nirvana assessments and how it is and will be used to measure outcome measures, shelter services, Trauma informed care, Physically Secure and respite services, Case staffing referrals and measuring truancy with school by requesting school attendance before and a 30 and 60 days after discharge. Expectations also include entering specific information into NetMis (referrals, attempts, 30 day gaps. Close case or transfer if a 30 day gap is expected. Counselors are expected to serve youth 1x a week and are expected to document any refusals to sign. Please see draft for additional details. Cindy and Phil to bring additional questions to Network meeting on Tuesday.

*Outcome, Actions, Timeframe:* Ensure every service or lack there of is supported by documentation.

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 and Palatka 5/14 and 5/15.**

*Discussion:*  Held and completed for all sites.

*Outcome, Actions, Timeframe:* Complete

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:*

*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 May**

*Discussion:*

*Outcome, Actions, Timeframe:*

*2.* *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:*  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:*

*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:* **Resources**

*Discussion:* Please update resource page attached to screening and send to Cindy.

*Outcome, Actions, Timeframe:* On-going

*3. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*

*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:* **Medical kits**

*Discussion:*  No Discussion

*Outcome, Actions, Timeframe:*  **Liz to complete Medical kit logs**

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 May. CINS FINS Training with Ed Wilton was cancelled for May 15th at 10am. Ed Wilton supplied the names of DJJ attorneys who will be covering for him from July to October, 2025. An updated training video is in the works and will be posted in the near future for all new hires.

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

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| Jessica Bechtold |  | 5/23/25 |