**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 06/27/2022

Time: 2pm

Location: Bivens

Date of Next Meeting: July 25th at 2pm

Attendance: Jessica Bechtold, Evelitza Soto, Leigh Kassem, Ashley Harrynarine, Corey Collins,

Absent: Adam Hassan, Evelitza Soto

**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:* Jess Discussed need to touch base with groups within the company in order to generate referrals as school is out and we are entering the slowest part of the year.

C. Regulatory Issues

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

 *Discussion:*  the need for signatures on individual plans and to close out by the 90 days or before (get extension approval from supervisor with signature). Please remember to submit all charts within 72 hours for data entry and to complete documentation within 24 hours.

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

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

Discussion: Jess reminded team to submit weekly schedules each Friday. Jess and team discussed scheduling options for time when they need to be out of the office.

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

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

 *Discussion:* Team scheduled peer reviews for \_\_\_\_\_\_\_\_\_\_\_\_

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

*4. Sub-topic:* **Suicide Assessments and Fl. Network Policy and Procedure Manual**

 *Discussion:*  Jess and team discussed new changes in process and discussed updates in Fl Network policy and procedure manual.

*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.

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

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

 *Discussion:*  We have one administrative position open (entering into BG screen) a

 *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 June 2022 and medical kits**

 *Discussion:* Jess completed drill for June 2022.

 *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:*  Jess scheduled discharge training and discussed implications and needs if charts go over 90 days.

 *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**

**Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Director’s Budget**

 *Discussion:*  Please review your Director’s budget.

 *Outcome, Actions, Timeframe:* **Inform Diana if you want to make budget adjustments in your programs.**

*2. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1.*  *Sub-topic:* **New Shelter**

 *Discussion:* Phil advised CDS has secured a one-year extension to build the new shelter and reported that the board is meeting to determine the square footage of the new shelter.

*Outcome, Actions, Timeframe:* **The new Central Shelter should be complete on/abt November/December 2023.**

C. Regulatory Issues

*1. Sub-topic:* **Basic Center Grant**

 *Discussion:* Cindy, Alex, and Zeke met to discuss the required documents/files that will be uploaded.

 *Outcome, Actions, Timeframe:* **Upload all files/documents by deadline on May 24. The BCG review is scheduled for June 8th and 9th.**

 *2.**Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **HR Forms Q&A and Communication Notes.**

 *Discussion:* Angie provided a brief training on process for submitting PAF, staff evaluations, and new employee packets. Staff discussed the forms being used for documenting our Communication Notes/Record of Action notes.

 *Outcome, Actions, Timeframe:*  **Staff will follow the recommended procedure for sending document to HR effective immediately. Angie will review all “communication note” forms to ensure consistency among all programs.**

*2.**Sub-topic:***New Employee training username/password set-up.**

 *Discussion:*Angie provides the set-up for Bridge users and Liz provides information for Skillpro.

 *Outcome, Actions, Timeframe:* **Contact Angie for Bridge, Liz for Skillpro set-up.**

E. Annual Budget Planning and Process

*1. Sub-topic:* **Board of Directors**

 *Discussion:* Phil advised that he is planning to request the board of directors to assist in raising money for CDS

 *Outcome, Actions, Timeframe:* **Phil will discuss with the executive board.**

**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:*

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **CCC reports of contraband**

 *Discussion:* New requirement to provide the video when contraband is found during a search.

 *Outcome, Actions, Timeframe:* **Directors/supervisors will provide the video surveillance footage of searches that result in discovery of contraband items.**

**III. Quality Improvement**

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

*1. Sub-topic:* **Committee to Review File Forms**

 *Discussion*: File forms need to be uniform in each region and eliminate repetition in files.

 *Outcome, Actions, Timeframe:* **Two committees formed. Non-Residential is Jessica and Stephanie Douglas. Residential is Alex, Carlos, Walter, Naomi, and Belinda.**

*2.**Sub-topic:* **QI Review Feedback**

 *Discussion:* All Directors provided input from this year’s QI reviews

 *Outcome, Actions, Timeframe:* **All shelter should replace any blinds that have pull strings, date should be written on meat when starting to thaw, on transportation log if more than one px on van, highlight any px’s name if it becomes a single transport.**

. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

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

 *Discussion:* All three shelters received a score of limited for training requirement during our QI reviews.

 *Outcome, Actions, Timeframe:* **Directors/Supervisors should ensure staff have completed all training requirements by June 30th for this fiscal year 21-22.**

D. Policy and Procedure Updates and/or Review

*1.**Sub-topic:* **NIRVANA**

 *Discussion:* There were no questions about the new assessment tool.

 *Outcome, Actions, Timeframe:* **Tracey updated the policy and posted it on the intranet.**

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:* **2/4/6** **Strategic Plans**

 *Discussion:* Reminder of upcoming 2/4/6 plan due date from Directors/Managers.

 *Outcome, Actions, Timeframe:* **Plans are due on May 20.**

*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:*

 *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:* **CDS Intranet**

 *Discussion:* Our intranet is very outdated and needs transition to SharePoint but is a massive amount of work. Sam knows “Dream Weaver” program.

 *Outcome, Actions, Timeframe:* **Updated policies can be added to the Intranet by Zach but any new form needing a policy number should be given to Sam to complete.**

**VI. Clinical/Program**

A. Medical and Medication Issues

*1. Sub-topic:* **East and Central RN’s**

 *Discussion:* East has a new RN who is still in need of training. Central’s RN is available on a limited basis.

 *Outcome, Actions, Timeframe:* **Alex will consult with Carlos/Paula on recording RN trainings by Ms. Kathy in NW.**

B. Counseling and Programming Issues

*1. Sub-topic:* **Parent/Guardian/Youth Signatures**

 *Discussion:* If you are unable to get a required signature, you must document your attempts and reason why you could not get the needed signature.

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

**VII. Other Business:**

*. Sub-topic:* No Discussion

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

 *Discussion:* **No Discussion**

 *Outcome, Actions, Timeframe:*

B. 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 requested assistance with fax as it does not seem to be receiving all faxes. Pending. Jess also requested laptops for counselors when in the field and a phone for Arielle. (Pending)

 *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 the team for all of your hard work and support.**

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Jessica Bechtold  |  | 6/27/22 |