**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 6/22/23

Time: 11 am

Location: Bivens

Date of Next Meeting: July 27th at 10am

Attendance: Rebecca Hunt, Olivia Hollier, Jessica Bechtold, Melissa Rider, 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:* On June 12th -15th, Olivia Hollier participated in the Sherriff’s Offices annual youth Summit for middle school aged youth where she discusses pressing challenges within youth along with resources available to the community (CDS) in order to mitigate these challenges. She will be attending the High School aged participants summit next week from June 26th to the 29th. The counselors also reached out to YMCA for their August back to school event and also provided outreach to PACE for girls. Jessica Bechtold Discussed FAC program during the June Board meeting and attended “Keys to Home” COC meeting on 6/24/23 at 1600 in place of Phil Kabler.

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

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

*Discussion:* The JJC meeting was cancelled for June and July. Pending return date

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

C. Regulatory Issues

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

*Discussion:* Distributed most recent Policy and Procedure. Discussed updates with particular focus on training. Jess reminded counselors to start trainings again after July 1st.

*Outcome, Actions, Timeframe:* **Please read Policy and Procedure manual.**

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

*Discussion:*  Jess and data team attended a data meeting with Jennifer Abdullah on 6-21-23 to resolve issues related to reconciliation and inability to update individual records.

*Outcome, Actions, Timeframe:* **Completed/ Resolved**

*3.**Sub-topic:* **Entering Contacts and Plans**

*Discussion:*  Please enter all alternate contact information and individual plans on NetMis 3.

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

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

*Discussion:*  Discussed upcoming CARF next year and upcoming preparations.

*Outcome, Actions, Timeframe:* **Completed/ Resolved**

D. Human Resource Issues (Staffing and Training)

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

*Discussion:* Continue to review and meet training requirements according to updated Policy and Procedure. Inform Jess of any training needs.

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

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

*Discussion:* Please remember to hand in schedules at the end of each week. When updating documentation, please remember to submit it for data updates as well.

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

*3. Sub-topic:* **QI Hour**

*Discussion:* Please attend all QI hour calls as they discuss pertinent NetMis and policy updates.

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

*4.. Sub-topic:* **Ethics, protected terms/practice/titles**

*Discussion:* Reminded team of protected titles and terms/ discussed requirements and implications

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

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 June 2023**

*Discussion:* The June 2023 safety drill was completed on June 23rd, 2023.

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

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

*1. Sub-topic:* **Audits**

*Discussion:* Keep track of Medical Kit audits and hand sanitizer expiration dates

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

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:* **Training Files**

*Discussion:*  See above in regulatory and HR

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

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

*Discussion:*  Due to Rebecca’s upcoming departure, she will not be attending this year’s peer review training. To this, Jessica contacted forefront for notification purposes.

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

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: 6/28/2023**

Meeting: CINS/FINS

Date: 6/28/23

Time: 10:30

Location: Bivens

Date of Next Meeting: 7/19/23

Attendance: Alex, Brian, Evelitza, Leigh, Jessica, Russell, Sabriena, Zeke

Absent:

**I. 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:* **Outreach**

*Discussion:*  Paula is leaving and Mariana is retiring. We are still able to post on facebook. Please send pictures of summer programs to Cindy. Phil is currently interviewing for the Outreach Specialist position. Please address Outreach in meeting minutes

*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:* **CINS/FINS staffing vacancies**

*Discussion:*  Discussed program needs for each location. IYPC discussed needing three more YCW’s and discussed issues with candidate commitment. IYPE discussed hiring a new YCW . The new hire will be attending staff meeting prior to Orientation. Will ascertain as to what she is able to do particularly with regards to transport. IYPNW needing two male and one female consistent YCW and discussed planning coverage according to house needs.

*Outcome, Actions, Timeframe:* To attend Indeed Zoom meeting on June 28th, 2023 at 1pm.

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

*Discussion:* Cindy provided list of upcoming trainings to include Active Shooter at Bivens Bldg. SNAP training will be held virtually on July 26th-27th and in person (West Palm Beach) from the 31st to the 2nd. SNAP Lead training will be held on July 18th-29th.

*Outcomes, Actions, Timeframe:* **Please plan to attend Active Shooter on July31@1pm**

*3. Sub-topic:* **Hiring assessments**

*Discussion:*  Leigh asked about hiring assessments, low scores and subsequent procedures. Cindy discussed justification letters and additional questions.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Suicide assessments for Lake City**

*Discussion:*  Leigh asked about suicide assessments and Licensed coverage for assessment reviews and consultations. Jessica offered to continue coverage for SNAP and discussed additional options if Jess is unavailable.

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:* **New fiscal procedure regarding credit cards**

*Discussion:*  Discussed various cards for each program. Cindy asked each program to review any outstanding invoices and any additional cards they may have.

*Outcome, Actions, Timeframe:* **Effective July 1, 2023, Regional Directors should have only two CDS credit cards (Capital One/$5K monthly limit and Sam’s Club).**

# 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:* **QI Results for the Fiscal Year**

*Discussion:* Nonresidential did very well in NW

*Outcome, Actions, Timeframe:* **Nice job everyone and Thank you!!!**

B. Outcome Management (status, reports, recommendations)

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

*Discussion:*  No discussion

*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:* **Informed Consent Updated documents**

*Discussion:* Please update consents according to the latest update on the intranet.

**F-PR-1129 INFORMED CONSENT AND PARTICIPANT AGREEMENT PARENT/GUARDIAN ORIENTATION PACKET**

**F-PR-1103 INFORMED CONSENT AND PARTICIPANT AGREEMENT NON-RESIDENTIAL**

F-PR-1130 INFORMED CONSENT AND PARTICIPANT AGREEMENT PARTICIPANT ORIENTATION PACKET

F-PR-1334 CONSENT TO PARTICIPATE IN SNAP AND PARTICIPATION IN RESEARCH FORM

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **F-PR 1369 Initial Plan DRAFT**

*Discussion:* Residential only

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* Additional Form Updates on the Intranet

F-PR-1042 Intake Assessment/NETMIS Interface Residential Program

The space to put in the JJIS number has been deleted

F-PR-1043 Intake Assessment/NETMIS Family Action Non-Residential Program

The space to put in the JJIS number has been deleted

F-PR-1096 NETMIS Program Log Intake/Exit Info Interface Residential Program

The space to put in the JJIS number has been deleted

F-PR-1097 NETMIS Program Log Intake/Exit Info Family Action Program

The space to put in the JJIS number has been deleted

*Discussion:*

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Outreach Forms**

*Discussion:* Team discussed different NetMis entry options for logging Outreach. **P-1053 Roles and Responsibilities- Prevention Outreach**

**The following language has been added.** Specifically in the case of CINS/FINS, Outreach activities must be entered into the NetMIS database, with the title, date, duration (hours), zip code, location description, estimated number of people reached, modality, target audience and topic. CDS will maintain a log of these outreach activities. Cindy and the team discussed implications of each option and discussed preferences in keeping the written logs as it will help facilitate accurate and timely entries.

*Outcome, Actions, Timeframe:*

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:* **Strategic Plan**

*Discussion:* Cindy requested an update regarding plans each Region has this summer

*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:* Cindy requested updated contact information for the Cooperative Service Agreements and Business Partners

*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:* **Safety and Maintenance Inspection Semi-Annual Review**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:* **Cindy reminded Shelter Managers that this review should be conducted in July. Leigh additionally posed questions about safety drill procedures and protocol.**

*2. Sub-topic:* **Emergency/Disaster Call Down List**

*Discussion:* Does the Columbia County SNAP location have an Emergency Manual yet?

*Outcome, Actions, Timeframe:* **Cindy distributed Updated List for the Emergency and Program Manuals**

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:* NetMis 3 updates: Leigh discussed concerns with NetMis 3 as it is not asking for medication information. To this it appears as though the youth are not on medications.This seems to be SNAP specific. To this, leigh will discuss with Liz and Jeniffer.

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **Florida Network CAP**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**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 \*Reminder**

*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**

**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 August 17, 2023 at 10am.

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

*2. Sub-topic:* **Annual meeting**

*Discussion:*  Scheduled for November 10th at the Fairfield Marriot.

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

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

*Discussion:*  Latisha Geiger will cover Alachua County and Jonathan will cover Levy and Gilchrist Counties.

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

*4. Sub-topic:* **Departures**

*Discussion:*  Gwen Love will be retiring along with Marianna Cotter (CONGRATULATIONS) and Paula Moreno will be leaving us in the near future as she continues her educational career. You will be very missed!!

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

*5. Sub-topic:* **Technology**

*Discussion:*  Data and IT are working on a system that will eventually replace the intranet. Please get your requests for the new site to Kevin Cerjan

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

Respectfully submitted by:

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| Jessica Bechtold |  | 06/28 23 |