**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: June 30th, 2021

Time: 10 am

Location: Remote for Bivens

Date of Next Meeting: August 26th, 2021 at 10am.

Attendance: (Remote) Jessica Bechtold, Evelitza Soto, Alannah Barrett, Isaiah Harmon, Blake Lusby, Jennifer Wilkison, Jency Johnson

Absent: Corey Collins

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

*Discussion:*  No discussion

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

B. Marketing and Business Development

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

*Discussion:* Discussed school outreach, outreach forms, school contacts and utilizing prevention staff as a tool.

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

C. Regulatory Issues

*1. Sub-topic:*  **HIPAA/Nirvana**

*Discussion:*  Discussed updated form online and upcoming Nirvanna program.

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

2. *Sub-topic:*  **SSN**

*Discussion:* Jess reminded staff to obtain necessary identifying information on all documentation.

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

3. *Sub-topic:*  **Referrals**

Discussion: Please send scheduling letters to all referrals received.

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

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

*Discussion:* FAC completed CARF review on 7/23/21

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

*5. Sub-topic:*  **Risk Screen Questions**

Discussion: Jess discussed upcoming update to risk screen questions.

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

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Admin Assistant**

*Discussion:* Jency Johnson’s first day was on Wednesday, July 28th and she has already begun entering data for new and old participants. Jency has hit the ground running and we are so appreciative.

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

*2.**Sub-topic:* **Counselor/ Case Manager Positions**

*Discussion:* Jess is currently accepting applications for the part-time Counselor/Case Manager position and the Bronson-Chiefland position Jess will be holding interviews next week for each.

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

*3. Sub-topic:* **Training**

*Discussion:* Jess reviewed new guidelines for suicide assessments for non-licensed staff. Counselors must have five observed suicide assessments under their belt before conducting them alone.

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

E. Annual Budget Planning and Process

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

*Discussion:*  Jess received and reviewed updated budget

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

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

*1. Sub-topic:*  **Sanitation of Building**

*Discussion*: 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 discussed need to wear masks throughout the building.

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

*2. Sub-topic:* **Drill for Juli 2021**

*Discussion:* Jess Bechtold completed drill for July 2021

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

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

*1. Sub-topic:* **Fire inspection**

*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:*  Please continue to submit charts in a timely manner for signature. Jess discussed specifying “ electronic signature” on electronically signed documents, adding the sexual risk education, eliminating the use of NA but rather specifying as to whether it was not reported or unobtainable, and requested counselors fill in all blanks particularly regarding px health care. Continue to identify family requesting remote services.

*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:* **Peer Reviews**

*Discussion:* To schedule Peer reviews the week of August 2nd.

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

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

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Youth Care Worker Budget**

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1.*  *Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:* **Re-Licensure Visit**

*Discussion:*

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Basic Center Discussion**

*Discussion:*

*Outcome, Actions, Timeframe:* **Nirvana**

*3. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*2.**Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

II. Health and Safety: Program/Regional Coordinators

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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**III. Quality Improvement**

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

*1. Sub-topic:* **PSF Fillable forms**

*Discussion*:

*Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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:*  No discussion

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

*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:* **CINS Performance Packet/FL Network Reports/ Policy procedure update**

*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:*  No discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

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

*Discussion:*

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*

*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:* See marketing and business development.

*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 reminded staff to update Zach on all IT related issues. Bronson/Chiefland and Levy County equipment/ online fax etc pending.

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

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*Sub-topic:* **Levy Office**

*Discussion:* FAC currently does not have an office available in Levy.

*Outcome, Actions, Timeframe:* **Pending Jonathan equipment storage.**

**VII. Other Business:**

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

*Discussion:*  SNAP Staff offered updates in their respective programs.

*Outcome, Actions, Timeframe:* **Thank you to all staff for all of your hard work and support.**

*2. Sub-topic:* **Truancy Court/ SARB**

*Discussion:* At last update, *Alachua* County Truancy court is still on hold due to COVID19. SARB will be held on Zoom only and will begin Sept. 2021

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

Respectfully submitted by:

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| Jessica Bechtold |  | July 30th, 2021 |