**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date 7/24/25

Time: 12pm

Location: Bivens

Date of Next Meeting: 8/22/25 at 12pm

Attendance: Collin Weisner, Melissa Rider, Jessica Bechtold, Elizabeth Paz

Absent: Erin Andres (excused)

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

*Discussion:* Received a tentative budget during EMT. Highlighted discrepancies in mileage use.

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

B. Marketing and Business Development

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

*Discussion*: Discussed July outreach efforts and the need for focus on upcoming summer programs. (See Pgm Report).

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

C. Regulatory Issues

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

*Discussion:*  Scheduled for 8/22/25 at 1pm

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

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

*Discussion:*  Jess and the team scheduled supervision the week of 7/28/25.

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

*3. Sub-topic:* **Fl. Network Policy**

*Discussion:*  Received and shared draft and encouraged questions about draft items for submission. Jess asked team to read through and compile a list of questions about the draft for clarity.

*Outcome, Actions, Timeframe:* Pending submission

*4. Sub-topic:* **30,60,90**

*Discussion:* Please remember to review plans 30 days from last review or a bit earlier if you meet or speak with the family earlier. Any review done will be calculated 30 days from the last review. Team discussed 30 and 60 day follow up process for truant youth. While we are unclear as to the definition of truancy as it pertains to the new contract, we are looking to receive clarity and implement 30 and 60 day follow ups including but not limited to obtaining attendance records during those follow ups. It was also made clear that these items would also be documented in NetMis and in the chart.

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

D. Human Resource Issues (Staffing and Training)

*1.**Sub-topic:* **Annual training**

*Discussion*  Discussed training needs for the new fiscal year (or annual if within the first year) and agreed that we would also do an informal peer review of training logs as well).

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

*2. Sub-topic:*

*3. Sub-topic:* **Bachelor’s level training**

*Discussion:* Jess and Collin have been working on an effective log for newer, 1st year requirements. Jess sent an email to Lauren Maldonado addressing question as related to entering Master level school hours to supplement the hours as he has completed these categories in his Master’s program.

*Outcome, Actions, Timeframe:* **Awaiting response.**

*4. Sub-topic:* **984 Training**

*Discussion:*  Ed Wilton held CINS FINS 984 training on 7/10/2025. DJJ attorney coverage for Ed during his leave is as follows: Courtney McKenzie from 07/15/25 - 07/31/25, Latisha James from 08/01/25 - 09/05/25 and Aylin Ruiz from 09/08/25 - 10/14/25.

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

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 and maintenance log to be completed on 7/25/25. During staff meeting, Jess and Liz reviewed Hurricane Preparedness, Emergency preparedness plans 1-4, safe rooms, exits, protecting electrical equipment, location of safety equipment including weather radio.

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

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

*1. Sub-topic:*  **Blinds**

*Discussion:*  Blinds replacements continued into July 2025.

*Outcome, Actions, Timeframe:* **Pending additional replacements**

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. Please document all attendance challenges and gaps in session in chart and in NetMis, ensure you are actively creating the plan with the family, log all attempts, weekly sessions/services, in the chart and into NetMis and refer out successfully for long term MH or substance use counseling. Please ensure plans are achievable and apply strengths-based focuses to help families achieve their goals. You are required to hold the session once a week. Please ensure the individual; plan is achievable and based on many of the risk factors in the Nirvana. Please close if going over 30 days and ensure 3 attempts (missed session, call, 7 day letter).

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

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic*

*Discussion:* See file audits above

*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’s Budgets End of FY 24-25**

*Discussion:*  Darla will have completed after all of June expenses have been received and distributed into proper categories. Questions remain regarding mileage calculations and allocation.

*Outcome, Actions, Timeframe:* **TBD**

*2.* *Sub-topic:* **CDS Contracts/Payables**

*Discussion:* We have a new DJJ Mentoring contract that will be implemented by our Prevention programs.

*Outcome, Actions, Timeframe:* **Cindy will be meeting with Latisha and Jonathan this week to plan for program implementation.**

B. Marketing and Business Development

*1. Sub-topic:* **Grants, Donations, Tours**

*Discussion:* PutnamUnited Way $10,000;The Community Foundation Putnam Support Grant 7,500; Central Shelter: Book Club, Participant School Supplies, Paintings; Northwest shelter: Donations for Summer Field Trips and px. supplies.

*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:* **Hiring/Staffing Issues**

*Discussion:* Questions or Concerns?

*Outcome, Actions, Timeframe:* **Please review the Hiring Process instruction from Angie and follow the procedures carefully.**

2. *Sub-topic:* **Pending List**

*Discussion:*

*Outcome, Actions, Timeframe:* **Please complete pending items in a timely manner and submit all needed items to HR.**

*3. Sub-topic:* **Chapter 984 Training**

*Discussion:*

*Outcome, Actions, Timeframe:* **Please make sure you complete a sign-in sheet for Mr. Wilton’s training and put in staff training files***.*

E. Annual Budget Planning and Process

*1. Sub-topic:* **FY 25-26 Director’s Budget**

*Discussion:* Darla expects to provide at our August meeting.

*Outcome, Actions, Timeframe:*

**II. Health and Safety:**

A. External Inspections

*1. Sub-topic:* **Building Maintenance and Improvements Needed.**

*Discussion:*  IYP-NW and Arlington Bldg. need a complete building re-pipe. East has compiled a list of items of repairs/improvements.

*Outcome, Actions, Timeframe:*

2. *Sub-topic:* **Hurricane Preparations**

*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:* **UERs/CCCs**

*Discussion:*  Discussed quarterly report and trends. Please ensure that all staff are providing consistent and diligent supervision of the youth.

*Outcome, Actions, Timeframe:*

**III. Quality Improvement**

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

*1. Sub-topic:*

*Discussion: No discussion.*

*Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

2. *Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1****.*** *Sub-topic****:*** **Policy and form update reminders**

*Discussion:* Discussed recently updated policies and forms and provided a list of all changes.

*Outcome, Actions, Timeframe:* **Please discard old forms and rely on the Intranet only. Staff should never create or use their own forms that have not been approved and placed on the intranet. If you would like to suggest a new or revised form, please submit it to Cindy and we will discuss it at our next meeting.**

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Px grievances in programs.**

*Discussion:* Trends noted in staff/Px interactions and supervision.

*Outcome, Actions, Timeframe:* **Please remember to look for trends.**

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

*1. Sub-topic:* **Strategic Plan**

*Discussion:* No 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:*  Briefly discussed MOUs and progress toward completion.

*Outcome, Actions, Timeframe:* ASAP

**IV. Risk Management**

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:* On-going.

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

*Discussion:*

*Outcome, Actions, Timeframe:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Naloxone procedures.**

*Discussion:*  Ensure to take Naloxone out on field trips, per Wendy at the FL Network. Additionally, notify Cindy immediately if you use or give away a box; she has to submit a report monthly to the FL Network.

*Outcome, Actions, Timeframe:* On-going.

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:* **Outlook email through the APP**

*Discussion:* Some may have experienced issues with the ability to get your email through the APP for Outlook. IT is aware and is working on a solution. We are transitioning to accessing email directly from the internet while IT is working toward a fix.

*Outcome, Actions, Timeframe:*

**VI. Clinical/Program**

A. Medical and Medication Issues

*1. Sub-topic:* It is imperative that we maintain RN at each shelter as it is considered a Key Staff. Other Key staff are Regional Directors, LMHC/or LCSW.

*Discussion:*

*Outcome, Actions, Timeframe:* **Notify Cindy and HR promptly if you learn a key position may become vacant. We must report loss of any key position within 7 days to Florida Network.**

B. Counseling and Programming Issues

*1. Sub-topic:* **Contract changes to be discussed further at QIC on Aug. 5-7 in Hollywood, FL**

*Discussion:* We will take any remaining questions or concerns to this event for clarification.

*Outcome, Actions, Timeframe:* **Brandi, Naomi, Kelly, and Cindy plan to attend. Please send any questions that may arise related to our new contract to Cindy.**

**VII. Other Business:**

*1. Sub-topic:* **Employee Announcements**

*Discussion:*

*Outcome, Actions, Timeframe:*

*2.* *Sub-topic:* **Staff dress**

*Discussion:* Please ensure that all staff are dressed appropriately. Staff should present in a professional manner and wear attire that is properly fitting and not revealing (no tank tops). Please refer to the Staff Dress Policy, P-1033, for further clarification. This should also be reviewed with staff upon hire and during their orientation training.

*Outcome, Actions, Timeframe:* **At hire and on-going.**

**IV. Risk Management**

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:* Risk Management

*Outcome, Actions, Timeframe:*Risk management report received

*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:*  **Ongoing**

B. Counseling and Programming Issues

*Sub-topic:* **Implement new contract requirements**

*Discussion:*  July 1st start date. Submit all questions to Jessica so that she can submit them to COO.

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

**VII. Other Business:**

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

*Discussion:*  No Truancy Court for the month of July 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 July.

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

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| Jessica Bechtold |  | 7/25/25 |