**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date 8/22/25

Time: 12pm

Location: Bivens

Date of Next Meeting: 9/26/25

Attendance: Collin Weisner, Erin Andres, Christina Hastings, Jessica Bechtold, Elizabeth Paz

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

*Discussion:* Discussed submitting receipts in a timely manner. Discussed PO rec order process.

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

B. Marketing and Business Development

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

*Discussion*: Discussed August outreach efforts and the need for focus on slower months in the future . (See Pgm Report). This month Family Action participated in outreach with Alachua County Schools (Elementary, Middle and High),and has had individualized and secondary/follow-up meetings with Oakview middle, Alachua County school counselors, Williston Middle/High Westwood Middle School and again with the National Youth Advocate program where we discussed criteria for entry, limitations and joined with the Florida Network staff as a way to connect the two entities and bring additional awareness to our services.

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

C. Regulatory Issues

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

*Discussion:*  Completed 8/22/25

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

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

*Discussion:*  Jess and the team scheduled supervision the week of 8/22/25. Alex notified team to download most recent form for clinical supervision. Jess inquired about a place to document feedback that doesn’t necessarily fit any of the newer categories (IE if there are no issues identified?)

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

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

*Discussion:*  Received Q and A from the Network and shared draft and encouraged questions about draft items for submission. Jess asked team to review and document any questions they may have

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

*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 including attempting to obtain school records. Please also mark down special populations for future audit.

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

D. Human Resource Issues (Staffing and Training)

*1.**Sub-topic:* **Vacation Leave**

*Discussion*  Please review leave request schedules to ensure the staggering of leave dates.

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

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

*Discussion:*  Received Q and A from the Network and shared draft and encouraged questions about draft items for submission. Jess asked team to review and document any questions they may have and clarified any changes thus far.

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

*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:* **Lauren noted that there are some exceptions with Bachelors training requirements ( past counselor experience and additional training experience. See training information in file).**

*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. Latisha James sent additional video of 984 training for employees who may also need the training while Ed is gone. We received a flow chart of truancy processes to Cins Petition along with the training.

*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 completed on 8/21/25 . Following the recent theme of emergency preparedness, Jess and Liz reviewed **Severe Weather and/or Natural Disasters**  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:*  **Carpet and building needs**

*Discussion:* As of 8/11/25 carpets for five offices were replaced in SNAP, prevention and 1 in Family Action. Fire extinguishers are due to inspection in October and our annual fire drill is due 11/24/25.

*Outcome, Actions, Timeframe:* **Completed and 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. 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 and enter all appropriate data into NetMis and HMIS. Ensure all clinical items are in military time. In addition, please hand in charts early to ensure signatures within deadlines. Please ensure the individual; plan is achievable and based on many of the risk factors in the Nirvana (3 domains/2 risks in each). Please close if going over 30 days and ensure 3 attempts (missed session, call, 7 day letter). Documentation must occur in the signature line and in notes.

*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 abuse

*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:*

*Discussion:* No discussion (See latest EMT minutes )

*Outcome, Actions, Timeframe:*

2. *Sub-topic:* **Deliverables/Participants**

*Discussion:* Please continue to provide outreach when numbers are low and provide your outreach plans to Phil and Cindy. Every team member is a representative of the agency and should engage in outreach activities.

*Outcome, Actions, Timeframe:* **The Directors and Supervisors are responsible to plan outreach in advance of the slower months.**

**B. Marketing and** Business Development

*1. Sub-topic:*

*Discussion:* (See latest EMT minutes )

*Outcome, Actions, Timeframe:*

2. *Sub-topic:* **Annual Celebration and Meeting 1908 Grand**

*Discussion:* (See latest EMT minutes )

*Outcome, Actions, Timeframe:* **More details to follow. Planning committee working to complete agenda, decorations, donor pledges.**

*3.**Sub-topic:* **UF Campaign for Charities**

*Discussion:*(See latest EMT minutes )

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:* **QI expected earlier this year**

*Discussion:* Encouraged each team member to prepare for an earlier review

*Outcome, Actions, Timeframe:* **Imperative that you implement all required changes immediately.**

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Employee Handbook** (See latest EMT minutes )

*Discussion:*

*Outcome, Actions, Timeframe:*

*2.* *Sub-topic*: **Employee packet procedures.**

*Outcome, Actions, Timeframe:* **Please implement correct procedures immediately.**

E. Annual Planning and Process

*1. Sub-topic:* **Fiscal Issues**

*Discussion:* (See latest EMT minutes )

*Outcome, Actions, Timeframe:*

*2.* *Sub-topic:* **Directors Budgets**

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

A. External Inspections

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Hurricane Preparedness**

*Discussion:* (See latest EMT minutes )

*Outcome, Actions, Timeframe:*

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

*1.* *Sub-topic:* **As QA Director, Alex will be completing analysis of incident reports for our monthly reviews***.* **There has been an absence of reports. Ensure to report all incidents that are reportable.**

*Discussion:* No discussion

*Outcome, Actions, Timeframe:* **Alex to provide an overview at September meeting.**

**III. Quality Improvement**

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

*1.* *Sub-topic:* **Post-QA internal reviews of programs are currently in process.**

*Discussion:* Alex is reviewing items that were identified in last QI audit. Cindy and Alex will meet with each team to review findings.

*Outcome, Actions, Timeframe:* Directors and Supervisors are responsible for ensuring compliance. Corrective Actions may be warranted for failure to make required changes post QI audit.

B. Outcome Management (status, reports, recommendations)

*1.* *Sub-topic:* **Follow-up Reports/NetMis Alert Details**

*Discussion:* Liz sends these reports out weekly. Please check NetMis alerts to ensure you are addressing items in a timely manner.

*Outcome, Actions, Timeframe:* Please **review the emails pertinent to your programs to check data entry. Ensure data is complete, accurate, and entered timely. Review flags in system.**

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **Prevention DCF Licensure**

*Discussion*: In the process of gathering documents required by DCF in order to upload and complete licensure packet.

*Outcome, Actions, Timeframe:* **Thank you Liz for your yearly assistance uploading the licensure packet.**

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* **Network policies and procedure changes.**

*Discussion:* Many changes are forthcoming.

*Outcome, Actions, Timeframe:* Please ensure that you remove any old forms and use only the forms on the CDS intranet.

*2.* *Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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

*1.* *Sub-topic:* **First quarter review will be discussed in November (trends in July, August, September)**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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/Interagency Agreements**

*Discussion:*  (See latest EMT minutes )

*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:* **Paylocity**

*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:* **Specific Items Pending for Zach**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**VI. Clinical/Program**

A. Medical and Medication Issues

*1. Sub-topic:* **Congratulations to IYP-Central**

*Discussion:* Residential Supervisor, Brian, and his team did a fantastic job last fiscal year with zero medication errors.

*Outcome, Actions, Timeframe:* The Florida Network will provide a framed award for this accomplishment.

B. Counseling and Programming Issues

*1. Sub-topic:* **Network Contract, P&P changes**

*Discussion:*  See topics above

*Outcome, Actions, Timeframe:* **All directors and supervisors should maintain a copy of the Network’s P&P and continue to implement the programmatic changes.**

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**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:*  **Notified Zack of needing new hire lap top, phone, Drop box sign**

*Discussion:*

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

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:* **Medical kits**

*Discussion:*  Discussed upcoming due date and asked Liz to complete all med kit reviews before this quarter was over.

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

B. Counseling and Programming Issues

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

*Discussion:*  July 1st start date. Currently we are in possession of the draft and Q and A responses.

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

**VII. Other Business:**

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

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

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

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| Jessica Bechtold |  | 8/22/25 |