**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 8/25/22

Time: 11 am

Location: Bivens

Date of Next Meeting: September 22nd at 10 am

Attendance: Jessica Bechtold, Adam Hassan, Arielle Tibon

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Program needs**

 *Discussion:*  Jess checked in with the team to assess supply, building needs.

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

B. Marketing and Business Development

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

 *Discussion:* On August 4th, the Family Action team met with Jasmine Sullivan and on August 24th spoke with GHS to discuss group referral needs and to fine tune a plans for groups in schools. School counselors will meet with school admin to assess need based on our discussion and will follow up in the near future. In the meantime, each program will be working on creating mini psychoeducation presentations (orchestrated by Claire N, from GHS) for schools (estimated date approx. November 2022).

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

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

 *Discussion:*  Jess and team met on 8/25/22 to discuss mental health symptoms in teen’s vs normal development. Jess created outline for team to use during presentations. Paula and Jess are scheduled on 8/26/22 so that Jess can provide additional training in trauma, healthy development, risk and safety factors and prevention.

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

*3. Sub-topic:* **Reopens**

 *Discussion:*  Jess talked about the importance of offering continued services to Ashley’s old cases.

 *Outcome, Actions, Timeframe:* **Currently calling past cases and 30, 60, 90’s for possible additional services.**

C. Regulatory Issues

*1. Sub-topic:* **Notifications**

 *Discussion:*  Discussed Suicide screening notification requirements and noted that any phone notification to parents would have to be followed up by something in writing.

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

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

 *Discussion:* Peer reviews scheduled for 9/22/22 for Q2.

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

D. Human Resource Issues (Staffing and Training)

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

 *Discussion:* Jess reminded the team to continue conducting training file audits in order to ensure training requirements are met. Jess noted that although MAB is not a part of Fl. Network requirements; it is a CARF requirement. Jess encouraged the team to take this training before the end of the year.

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

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

 *Discussion:* We are currently advertising forone administrative position along with one counseling position.

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

*3.**Sub-topic:* **Intern**

 *Discussion:*  On August 29th, Family Action will be welcoming a new counseling intern through St. Leo University.

 *Outcome, Actions, Timeframe:* Please be sure to welcome Olivia

E. Annual Budget Planning and Process

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

 *Discussion:*  Jess reviewed budget for FAC and discussed with Cindy.

 *Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

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

 *Discussion*: Discussed sanitation schedule. Continue to use social distance measures, stagger sessions if not remote, 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.

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

*2. Sub-topic:* **Drill for August 2022**

 *Discussion:* Jess completed drill for August 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:* **SS numbers**

 *Discussion:*  Jess reminded the team to continue to make attempts at obtaining SS Numbers

 *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**

**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:*

 *Discussion:*  No discussion

 *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:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:* **Director’s Budgets**

 *Discussion:* Everyone has now received their annual budget for FY22-23

 *Outcome, Actions, Timeframe:* **Please monitor closely to ensure you stay well within your budget. Also Basic Center Grant funds need to be spent before October 1.**

# 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:*  No discussion

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Water damage at IYP-Central**

 *Discussion:*  Remediation in progress.

 *Outcome, Actions, Timeframe:* **Please be mindful of items available for use in bathrooms. Plumber recommends no wet wipes such as Cottonelle.**

# III. Quality Improvement

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

*1. Sub-topic:* **Standardizing Material to include in the Residential and Non-residential file**

 *Discussion:* Non-residential file almost complete; continued work on Residential file

 *Outcome, Actions, Timeframe:* **Please continue to look on intranet for needed changes, or updates. Also, do not allow staff to create new forms and begin using new forms without bringing it to staff meetings for discussion.**

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

 *Discussion:* Reminder

 *Outcome, Actions, Timeframe:* **Due quarterly to Data**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *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:* F-PR 1129 INFORMED CONSENT AND PARTICIPANT AGREEMENTPARENT/GUARDIAN ORIENTATION PACKET and F-PR 1130 INFORMED CONSENT AND PARTICIPANT AGREEMENT PARTICIPANT ORIENTATION PACKET

 *Discussion:* Under Your Rights as a Parent/Guardian of a Participant section added the highlighted words Your child should expect freedom from abuse, bullying and/or neglect, humiliation, exploitation of any kind, including financial, retaliation or barrier to services from reporting any issues that concerns you and your child. Removed Sexual Health section to ensure compliance with Florida’s new Parents Rights Law and adjusted Table of Contents accordingly.

*Outcome, Actions, Timeframe:* **Please begin using this updated form and eliminate all old copies.**

*2. Sub-topic:* **F-PR 1314 Needs Assessment** This form has been deleted and replaced with **F-PR 1348 Biographical Addendum (Optional)** This is now an optional form for counselors to use to supplement NIRVANA

*Discussion:* This form only appears in non-residential, should it be added to the residential sites as well?

*Outcome, Actions, Timeframe:* **Staff requesting to include form in residential also.**

 *3. Sub-topic:* **P-1247 Suicide Assessment Residential (Draft)**

 *Discussion: No* discussion

 *Outcome, Actions, Timeframe:* **Staff will review further and provide feedback.**

 *4. Sub-topic:* **P-1262 Suicide Assessment Non-Residential Draft**

 *Discussion: No discussion*

 *Outcome, Actions, Timeframe:* **Staff will review further and provide feedback.**

*5. Sub-topic:***Policy and Form Changes**

 *Discussion:* Many, many forms and policies have changed recently and in the past year including forms that are on letterhead.

 *Outcome, Actions, Timeframe:* **Please discard old forms and rely on the Intranet. Please note if form is on letterhead and SNAP isn’t the last program on the form, it is old letterhead. Please let Sam know and cc Cindy.**

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

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

 *Discussion:* No specific trends noted at this time

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

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

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

 *Discussion:* If you haven’t already completed a specific productivity plan, please do so and include your team members so that everyone is on board to meet our goals/contract requirements.

 *Outcome, Actions, Timeframe:* **Directors should submit plans by 9/9/22.**

*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:* **DRAFT Parental/Guardian Rights Clarification Form**

 *Discussion:* Should this form be added to the Intake Packets provided Parents/Guardians?

 *Outcome, Actions, Timeframe:* **Staff will review and provide feedback by August 26th.**

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:* **Monthly Data Report Review**

 *Discussion:* Data manager, Liz, provided monthly report and an overview. July report very positive.

 *Outcome, Actions, Timeframe:* **None at this time.**

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **RN and an LPN can be considered for shelters if hiring two nurses.**

 *Discussion:* NW has one 20 hour RN, East has one 20 hour RN, Central is advertising. LPN can be hired as second nurse but must be trained and supervised by the RN on site.

 *Outcome, Actions, Timeframe:* **None at this time.**

B. Counseling and Programming Issues

*1. Sub-topic:* **New Suicide Procedures-status update, Form update**

 *Discussion:* Need to revise Netmis Intake/Exit Info form

 *Outcome, Actions, Timeframe:* **Directors will discuss at meeting this Thursday, August 25th.**

**VII. Other Business:**

*1. Sub-topic:* **Pending Lists**

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:* **Please review and submit needed items to HR.**

# 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:*  According to Zach, there is a fax/ new printer installation delay. Jess notified community partners to use online website and email in the meantime.

 *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:* **SARB**

*Discussion:*  Received new school year SARB schedule. Next SARB on September 20th, 2022.

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

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

 *Discussion:*  Truancy Court was held on August 17th, 2022 and will be held again on October 26th, 2022.

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

Respectfully submitted by:

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| Jessica Bechtold  |  | 8/25/2022  |