**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: August 29th, 2019

Time: 930-1030

Location: Bivens

Date of Next Meeting: September 26th, 2019

Attendance: Liz Pratt, Jessica Bechtold, Isaiah Harmon, Cassandra Denham, Mary Simmons, Jennifer Wilkison, Kiriam Diaz, Corey Collins

Absent: Evelitza Soto, Carlos Aguirre

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

*Discussion:*  Reminded staff to obtain supervisor permission for overtime

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

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

*Discussion:*  Reminded staff to review timesheets and calculations before submitting.

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

*3. Sub-topic:* **Travel**

*Discussion:*  Reminded staff to submit all travel and reimbursements before end of fiscal year.

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

B. Marketing and Business Development

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

*Discussion:* Jess and Staff discussed outreach for the month of August. According to Cassandra, Elizabeth, and Mary, each counselor attended at least one outreach event this month and will be heavily engaged in back to school events.

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

*2. Sub-topic:* **Psychology Today**

*Discussion:*  Jess is attempting to create a profile for the company; however, the credential acceptance process is delayed (processing). Jess will provide updates on this matter as they unfold.

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

*3 Sub-topic:* **PREA**

*Discussion:*  Jess reviewed PREA acknowledgment and had all staff sign. Jess gave originals to Angie for personnel files.

*Outcome, Actions, Timeframe:* **Awaiting Evelitza’s signed agreement.**

C. Regulatory Issues

*1. Sub-topic:* **JJIS Entry reminder**

*Discussion:*  According to Fl. Network, DJJ will only pay for youth who are entered into and exited out of the JJIS System. The following items must be entered accurately and completely. JJIS ID, Intake and exit dates, release reason.

In addition, JJIS entry must identify actual risk factors identified during the intake and on the needs assessment.These selections must reflect the issues identified.

*Outcome, Actions, Timeframe:* It’s critical to enter Participants into JJIS in a timely manner, otherwise payment is withheld.

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

D. Human Resource Issues (Staffing and Training)

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

*Discussion:* Jess welcomed Jennifer Wilkison to Family Action! We are so grateful for all of Jennifer’s help and support!

*Outcome, Actions, Timeframe:* **Welcome, Jennifer!**

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:*  **Jess discussed budget with Laura Scott and requested a reallocation to cover upcoming MI training and requested that “vehicle” funds be reviewed and allocated in appropriate category.**

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

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

*1. Sub-topic:*  **Monthly Drill**

*Discussion*: Jessica Bechtold completed drill for the month of August

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

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

*Discussion*: During staff meeting on August 29th, Jessica Bechtold re-reviewed disaster preparedness, policy and procedure and precautions (elevating and covering electronics/sand bags) as well as emergency charging (battery packs), emergency phone line (fax phone) and emergency call down list.

*Outcome, Actions, Timeframe:*  **Will be in contact with staff as hurricane progresses.**

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:*  **Incident**

*Discussion:*

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1.* *Sub-topic:* **CINS/FINS Performance report**

*Discussion:*  Jess had staff review Fl. Network CINS/FINS contract performance report

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

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **See Risk Management**

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*Sub-topic:*

*Discussion:* **See Quality Improvement**

*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:* **Youth Care Worker Budget/Overtime**

*Discussion:*

*Outcome, Actions, Timeframe:* **Please continue to focus your efforts in this area.**

B. Marketing and Business Development

*1.*  *Sub-topic:* **Why Try**

*Discussion:* Discussed the interest in hosting or participating in the training.

Outcome, Actions, Timeframe: **FL Network renewed the Why Try Curriculum license for each agency.**

*2. Sub-topic:* **Children’s Trust**

*Discussion:*

*Outcome, Actions, Timeframe:* **Please continue to focus your efforts in this area.**

C. Regulatory Issues

*1. Sub-topic:* **PREA**

*Discussion:* Updated form

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

*2.**Sub-topic:* **QIC Report**

*Discussion:* Reviewed and discussed.

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

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Pre-employment Assessment**

*Discussion:* We discussed the previous idea regarding the creation of a specific assessment for YCW position by having all current YCW take the assessment. We also discussed the parameters for an eligible score and exceptions

*Outcome, Actions, Timeframe:*

*2.**Sub-topic:* **Managing Aggressive Behavior**

*Discussion:* Tracey asked how regional trainings are doing.

Outcome, Actions, Timeframe: Corey dropped books off at Bivens.

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:* **Computers for Dispensing Medication**

*Discussion:*  East and Central have communicated computer needs to Zach. NW has a computer in the med room.

*Outcome, Actions, Timeframe:* Upgrades and training will begin in February 2020.

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

*1. Sub-topic:* **Program Safety Issues Update**

*Discussion:* We discussed recent situations and related safety issues and opportunities to increase safety practices.

*Outcome, Actions, Timeframe:* Schedule Safety trainings with law Enforcement.

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:* **Bestie Award**

*Discussion:*

*Outcome, Actions, Timeframe:* Congratulations IYP East!

*2. Sub-topic:* **QI indicator/Protocol Changes for review year 2019-2020**

*Discussion:*

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

*3. Sub-topic:* **Gender and Staffing Indicator**

*Discussion:*

*Outcome, Actions, Timeframe:*

. 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:* **Strategic Plan/Role Plays**

*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**

*Discussion:* Reviewed

*Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

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

*Discussion:*

*Outcome, Actions, Timeframe:* Pending

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:*

*Discussion:*  No 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:*

*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 FYI

*1. Sub-topic:* **IT/ Cassi Phone and Computer**

*Discussion:* Jess informed Gwen and Zach about computer issues and missing phone in Williston.

*Outcome, Actions, Timeframe:* **Zach is working on the computer issues and Gwen will Contact Jonathan to obtain phone.**

*2.* *Sub-topic:* Referrals from Website

*Discussion:* Jess to check in with Autumn on benefits and challenges of receiving referrals directly from website (SNAP currently has this feature.)

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

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:* **QI Indicators**

*Discussion:* On Fl Network Website

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*Sub-topic:*

*Discussion:* **No Discussion**

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

1. *Sub-topic:* **SNAP August**

*Discussion:*  August 9th, Corey Collins, Autumn Santos and Evelitza Soto attended the Alachua County School Resource Officers meeting, which had all the counties resource officers. Each provide brochures and SNAP business cards to all SROs. Autumn presented for Family Action, Interface, and Independent Living. Corey Collins presented SNAP Clinical as well as SNAP in Schools at Rawlings Elementary. Since this meeting, SNAP Clinical has already received one referral from a SRO. SIS (SNAP In Schools) has officially entered its third year at Rawlings Elementary as of August 12th, 2019 although Rawlings and SNAP in Schools began pre-planning on July 29th to August 9th, 2019. On August 7th, SIS participated in a neighborhood meet and greet. Staff knocked on 47 doors in the Village/Forest Green neighborhood giving out "Welcome Back" goodie bags and SNAP brochures. In addition, SNAP staff participated in meet the teacher night on August 7th, 2019 in order to further spread the word about SNAP.

Rawlings is proud to be rolling out a new program this year called Start with Hello. Start with Hello is a Sandy Hook Promise organization with the goal of preventing school violence by building inclusive schools. Mrs. Pettit and Ms. Everett attended training this summer and they requested that Corey Collins present this program to our entire school since it has aligned so well with SNAP. Next week, Corey Collins will provide grade level introductions to all teams and there will be a September start date for our first cycle of groups.

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

*2.*  *Sub-topic:* **Family Action Misc.**

*Discussion:* Family Action is excited to announce that we have hired for our Counselor/ Case Manager position as well as our Administrative Assistant position. Jennifer Wilkison, our new Administrative Assistant, began working for CDS on August 19th, 2019 and Kiriam Diaz filled the role of Counselor/ Case Manager in July, 2019. We are so excited to finally have “full occupancy” and looking forward to increased productivity in the near future. Finally, Truancy Court was held on August 21st, 2019 where Jessica Bechtold and Liz Pratt were in attendance, Case Staffing was held on the same day and one case was reviewed, CINS Court reconvened on August 28th, 2019 and will meet again in October.

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

*3.*  *Sub-topic:* **Storage**

*Discussion:* Jess requested that SNAP store cameras in secure location

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

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Jessica Bechtold |  | August 29th, 2019 |