**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: September 26th, 2019

Time: 930-1030

Location: Bivens

Date of Next Meeting: October 25th, 2019 at 930 am.

Attendance: Liz Pratt, Jessica Bechtold, Isaiah Harmon, Cassandra Denham, Mary Simmons, Jennifer Wilkison, Kiriam Diaz, Evelitza Soto, Carlos Aguirre

Absent: Corey Collins

**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 September

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

*2. Sub-topic:* **SNAP Deliverables**

*Discussion:*  Discussed the deliverable increase (6 families) for this year.

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

*3 Sub-topic:* **Employee survey**

*Discussion:*  Distributed survey’s and submitted to 6th street.

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

4. *Sub-Topic:* Annual Meeting

*Discussion:*  Informed staff of date, time and location.

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

C. Regulatory Issues

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

*Discussion:*

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

*2. Sub-topic:*  **Fl Network Policy and Procedure Manual and QI standards**

*Discussion:* Although these were sent to staff shortly after released, Jess reminded staff to read and document.

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

D. Human Resource Issues (Staffing and Training)

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

*Discussion:*  **Jen and Kim will be attending the two-day training in Orlando on October 3rd.**

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

E. Annual Budget Planning and Process

*1. Sub-topic:* Fiscal Audit

*Discussion:*  **Jess delivered requested charts for audit**

*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 September

*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: No 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:* **Coordinator’s Budget**

*Discussion:*

*Outcome, Actions, Timeframe:* **Will be distributed via email.**

B. Marketing and Business Development

*1.*  *Sub-topic:* **Introduction of Chris Massey, New DJJ CPO**

*Discussion:*

Outcome, Actions, Timeframe:

*2. Sub-topic:* **Employee survey**

*Discussion:*

*Outcome, Actions, Timeframe:*  **Blank forms were distributed**

*3. Sub-topic:* **SNAP Deliverables**

*Discussion:*

*Outcome, Actions, Timeframe:* **(See above)**

*4. Sub-topic:* **Annual meeting**

*Discussion:*  November 8th at the Sweetwater Branch Inn. Discussed nominations for awards.

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

5. *Sub-topic:* **List for 50th Anniversary**

*Discussion:* Discussed 50th anniversary and Staff provided lists of community partners to invite

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

C. Regulatory Issues

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

*Discussion:* Able to upload new content

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Comptroller Update**

*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:* **No discussion**

*Discussion:*

*Outcome, Actions, Timeframe:*

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

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

*Discussion:* No 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:* **Volunteer and Youth Participation Plans**

*Discussion:*

*Outcome, Actions, Timeframe:* **Submit changes by September 27th, 2019.**

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

*Discussion:* **No discussion**

*Outcome, Actions, Timeframe:*

*3. Sub-topic:*

*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:*  (See Intranet update)

*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:* Zach to order new office phone for Cassi

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

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

*Discussion:* Autumn and Jess discussed direct referrals from website

*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 September**

*Discussion:*  SNAP Clinical is happy to announce that it has started the first two SNAP Boys Groups for this fiscal year: September 10th, 2019 (Young group 6-8) and 11th (Older group 9-12). SNAP has 13 families in total and is operating at 100% participation. SNAP will visit Santa Fe Police Academy with Mr. Tom on Nov. 13th (Older Boys- 9-12). During the month of September, SNAP Supervisor, Evelitza Soto presented information during the Alachua County annual counselor meeting, BRT meeting, and Open House at Williams Elementary. So far, the program has received referrals as a result of face to face and media outreach. Graduation is set for December 10th and 11th, 2019 and all are welcome to attend.

This year, SNAP in Schools is starting services with the Second grade and is looking to begin services on September 30th, 2019. SIS has the pleasure of continuing services that were provided to the same students last year and is looking forward to expanding SNAP concepts while using SNAP with old and new Rockets. Finally Snap in Schools attended Rawlings Open House on the 12th of September and will be attending the Fifth grade Gator Day Out on the 28th of September.

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

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

*Discussion:* Family Action Central continues to maintain productivity and projects that the program will increase productivity as the new counselor continues to increase her caseload. In addition, Family Action Central has completed extensive outreach during the month of September. Open houses have been the primary focus as schools are now back in session. Jennifer Wilkison, Administrative Assistant continues to be an integral part of the success of the programs operations and we are so grateful to have her as a part of our team. There was no Case Staffing held in September and as of now, Family Action has no pending cases for October 2019. Isaiah Harmon attended SARB, which was held on September 24, 2019 and will reconvene on October 8th, 2019 at 9am. Elizabeth Pratt, Jessica Bechtold and Mary Simmons represented CDS at Truancy Court which was held on September 18th,2019 and finally CINs Court was held on August 28th and will Reconvene on October 24th, 2019 at 330pm.

*Outcome, Actions, Timeframe:* **Thank you to all staff for all of your hard work and support in making our program a success.**

Respectfully submitted by:

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| Jessica Bechtold |  | September 26th, 2019 |