**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date 9/26/25

Time: 12pm

Location: Bivens

Date of Next Meeting: 10/24/25 at 12

 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:* Reviewed temporary budget. Requested additional review of budget to ensure accuracy.

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

B. Marketing and Business Development

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

 *Discussion*: Discussed productivity needs and September outreach efforts, Williston Middle/High, Self-care at the Fair event, disaster prevention services through Meridian and Westwood Middle School. Family Actions also sent outreach materials and invitations to discuss or present more information about the program to Army Community Services, the National Guard, the Military and Family Readiness Center, Child Development Center 1 at Eglin, Army Outreach Service Director Erika Johnson, and the Supportive Services for Veteran Families Program (Volunteers of America).

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

C. Regulatory Issues

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

 *Discussion:*  **Scheduled for 10/31/25**

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

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

 *Discussion:*  Jess and the team scheduled weekly supervision for each team member and also scheduled additional in person trainings with Christina. Please update all updated forms on the intranet.

 *Outcome, Actions, Timeframe:* **Collin’s supervision as it conflicts with JJC meeting.**

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

 *Discussion:*  Discussed changes with team and scheduled training file peer reviews for 10/17/25 at 9am.Sent final policy and procedure manual to team on 9-30-25.

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

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

*Discussion:* Please remember to review plans per Network policy and procedure updates.

 *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. Please

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

*2. Sub-topic:* **Front Office Coverage**

 *Discussion:* Jess and the team scheduled front office coverage for Liz from 10-1 to 10-6-25.

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

*3. Sub-topic:* **Car Insurance and Transcript**

 *Discussion:* Please submit any car insurance renewals along with transcripts that may help identify completed courses in training file.

 *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 9/23/25.

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

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

 *1. Sub-topic:*  **Gator fire**

 *Discussion:* Gator fire scheduled for 10/2/25 followed by the fire inspector in November.

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

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:* **Compliance topics and review**

 *Discussion:*  Ensure all 30, 60,90-day reviews are completed within policy time frame. 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. If suicide risk assessments are done at school and the youth flags, please notify parent and appropriate authority. 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/EMT Meeting:**

**Business Operations:**

A. Programmatic

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

  *Discussion:* Handout- **Florida Network Report Card FY 24-25 and Risk Management Report.**

  *Outcome, Actions, Timeframe:* **Please strive to increase our bed utilization, SNAP deliverables. We do not want to fall too far behind.**

*2.* *Sub-topic:* **SNAP** **and Shelters Productivity and Outreach**

*Discussion:* Shelters need to maintain 23 or above total px each day in order to catch up and maintain productivity. All programs discussed new outreach plans.

  *Outcome, Actions, Timeframe:* **Staff will consider intra-agency referrals when appropriate during screenings, and at discharge. All shelter programs to complete a Holiday Enhanced Program with flyers to advertise. Putnam has submitted their Holiday flyer to Cindy for approval.**

B. Monthly Budget (Revenue and Expenses)

*1.* *Sub-topic:* **Fiscal Department- Darla report**

 *Discussion:* Handout Directors’ Budgets

*Outcome, Actions, Timeframe:* **Darla will distribute each month.**

*2.* *Sub-topic:* **Productivity vs. Cost of Business**

*Discussion:* Phil discussed the importance of managing costs and increasing revenues.

  *Outcome, Actions, Timeframe:* **Complete maintenance on building and vehicles**. **Try to complete minor repairs before calling outside company or try to use a local handy man.**

*3.* *Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Marketing and Business Development

*1.* *Sub-topic:* **Marketing and Business Development (Phil)**

*Discussion:*

*Outcome, Actions, Timeframe:*

*2.* *Sub-topic:* **City of Gainesville Holiday Parade**

*Discussion:* Any interest in participating this year?

*Outcome, Actions, Timeframe:*

D. Regulatory Issues

*1.* *Sub-topic:* **CCC questions**

*Discussion:* Handout

*Outcome, Actions, Timeframe:* **Please try to answer all questions when possible within the 24 hour timeframe. Provide complete answers but do not provide additional information that isn’t being requested.**

*2.* *Subtopic:*

Discussion:

*Outcome, Actions, Timeframe:*

E. Human Resource Issues (Staffing and Training)

*1.* *Sub-topic:* **HR Krizner Employment Law training November 18th 1:15 pm**

*Discussion:* The training is required by all EMT and will be held via Zoom.

*Outcome, Actions, Timeframe:* **Please attend and complete training log, then submit to HR.**

**II. Health and Safety: Program/Regional Coordinators**

A. External Inspections

*1.* *Sub-topic:* **Basic Center Grant On-Site Monitoring**

*Discussion:* We will have visit from Carolyn Bates during the week of 10/20.

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Safety drills** (Jessica for Bivens)

*Discussion:* Regularly conducted at Bivens. Please ensure drills are current in shelters as well and Arlington Bldg.

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

**III. Quality Improvement**

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

*1. Sub-topic:* **QI/Mock and Actual**

*Discussion:* Discussed reminders for shelter, community counseling program and SNAP.

*Outcome, Actions, Timeframe:* **Begin reviewing critical areas and ensure all files are kept current.**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **Prevention Program DCF licensure**

*Discussion:* In process of completing documents for upload.

*Outcome, Actions, Timeframe:*

D. Policy and Procedure/Forms Updates and/or Review (Cindy S-H)

*1. Sub-topic:* **FLN final P&P received 9/16/25**

 *Discussion:* We received final draft pending approval from DJJ

 *Outcome, Actions, Timeframe:* **Review new procedures at your team monthly staff meetings.** Alex will begin working on CDS P&P that will be updated per Network policy changes.

**IV. Risk Management.**

A. Potential regulatory audits and/or investigation of operations

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

*Discussion:* Has anyone distributed any or used any on-site?

*Outcome, Actions, Timeframe:* **If any boxes are given out or used, let Cindy know ASAP so that she can complete monthly reports. New reporting platform called OKTA.**

*2.* Sub-topic: **Handout CDS Performance Risk Management Report 10/10/24.**

*Discussion:* **Review of monthly packet**

*Outcome, Actions, Timeframe:* **Community Counseling referrals have increased significantly in Central office.**

**V. Information Technology**

A. Technology Plan

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**VI. Other Business:**

*1. Sub-topic:* **COO/CEO Program Staff Meetings**

*Discussion:*  Visiting each program

*Outcome, Actions, Timeframe:* **Please provide dates of upcoming program staff meetings.**

*2. Sub-topic:* **Phil’s Retirement**

*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:*  **PDF Program update**

 *Discussion:*  Discussed challenges with current program

 *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 final 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 September 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 September .

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

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| Jessica Bechtold  |  | 9/30/25 |