**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: October 25th, 2019

Time: 930-1030

Location: Bivens

Date of Next Meeting: November 28th, 2019, 2019 at 930 am.

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

Absent:

**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 October

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

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

*Discussion:*  Discussed overscheduling to accommodate for no shows

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

*3 Sub-topic:* **Reviewed Network report**

*Discussion:*  Discussed difference between actual productivity and carry over. Discussed strategies for increasing productivity.

*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:* **HMIS**

*Discussion:*  Jessica Bechtold and Jennifer Wilkison were trained in HMIS by IYPC Administrative Assistant, Bruce Cox.

*Outcome, Actions, Timeframe:* **Both entered a total of 168 participants into the HMIS system.**

*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:* **JJIS Training**

*Discussion:*  **Will be held in Alachua on 10/29/2019.**

*Outcome, Actions, Timeframe:* **Jen and Kiriam will be attending the training.**

*2. Sub-topic:* **HIV/AIDS**

*Discussion:* Distributed training after staff meeting.

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

*3. Sub-topic:* **Vacation Hours**

*Discussion:* Jess reminded F/T staff to use vacation hours before end of year

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:* Fiscal Audit

*Discussion:*  **Jess obtained all charts from 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 October

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

*2.**Sub-topic:*  **Safety walk through**

*Discussion*: Discussed need for safety walk through and newly revised plan for building. Jess asked Evelitza to contact close community partners at ASO to schedule a time for the walk- through.

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

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

*1. Sub-topic:* **Fire inspection**

*Discussion:* Completed 10/23/2019

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

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**

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

*Discussion:* Q2 Completed on October 25th, 2019.

*Outcome, Actions, Timeframe:*

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*

*2. Sub-topic:* **Annual Financial Audit**

*Discussion:* The onsite part of the audit is over; however, the auditors continue to review specific material subsequent to the onsite review.

*Outcome, Actions, Timeframe*

B. Marketing and Business Development

*1.*  *Sub-topic:* **Annual Meeting Reports and nominations**

*Discussion:* Submitted nominations, success stories and voluntary quotes from participants and parents.

Outcome, Actions, Timeframe:

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

*Discussion:*

*Outcome, Actions, Timeframe:*  **Completed and submitted**

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

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

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

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

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

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

C. Regulatory Issues

*1. Sub-topic:* **Insurance Drivers**

*Discussion:*

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

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

*Discussion:* Diana Sanchez has filled the position of Comptroller. Welcome, Diana.

*Outcome, Actions, Timeframe:* Completed

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:* **Staff meeting minutes**

*Discussion:*Reminder for submission

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **QI indicator 3.06/Protocol Changes for review year 2019-2020**

*Discussion:* **John Robertson to discuss expressed concerns regarding bed checks with Keith Carr**

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

*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:*  No 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:* 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 October**

*Discussion:*  SNAP in Schools is moving ahead with the second grade classrooms and will finish this month with session four. SIS also attended the Title 1 Family Fun Game night on October 10, 2019 and was able to have board game fun with some of the Rocket families while discussing CDS services. Corey Collins attended SNAP Facilitator training from October 14th to the 18th in Orlando where he “had an amazing group of participants and an even more amazing time with the training.”

SNAP Clinical is currently mid-way through their first two SNAP Boys Groups. Both groups are running at 100% with 13 Families in attendance. SNAP Clinical is in the process of hiring more facilitators as well as a Case Manager.

Supervisor Evelitza Soto has been in constant communication with school counselors in order to maintain referrals, and continues to offer wrap around services to youth and families in need. SNAP has received an increase in SNAP Girls referrals within the month of October and as a result, it is likely that SNAP will run a girls group in Jan. 2020.

SNAP Graduation is on December 10th and 11th and all are welcome to attend.

*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 in order to increase referrals. There was no Case Staffing held in October and as of now, Family Action has no pending cases for this month. Isaiah Harmon attended SARB, which was held on October 22nd, 2019 and will reconvene on November 12th at 9am. Truancy Court and CINs Court was held 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:

|  |  |  |
| --- | --- | --- |
| Jessica Bechtold |  | October 25th, 2019 |