**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: November 13th and an Staff meeting update after CINS/FINS on November 16th 2023

Staff Meeting

Date: 11/16/23

Time: 12:00 pm

Location: FAC/Bivens

Date of Next Meeting: December 18th, 2023 @ 12pm

Attendance: Wendy Mandell, Melissa Rider, Olivia Hollier, Erin Andres, Jessica Bechtold, Shadrekah Muhammad

Absent: Gabriella Yepes

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Timesheets during the holiday**

 *Discussion:* Discussed plans for effective submission of timesheets and mileage

*Outcome, Actions, Timeframe:* **Please submit timesheets/ anything fiscal related early (before holiday) in order to obtain signatures**

*2.**Sub-topic:* **Propio**

 *Discussion:*  Jessica and Olga met with Propio staff to discuss translation services and invoicing.

 *Outcome, Actions, Timeframe:* Propio invited others to contact them for training needs

B. Marketing and Business Development

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

 *Discussion:* FA team provided outreach to Resilience Charter School, Einstein School, transition counselor at PACE, GPD, Westwood, North Central Florida Charter Public School, UF, BAYS Fl.

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

2. *Sub-topic:* **School Groups**

 *Discussion:*  Intakes will begin in November and a second set will overlap in December.

 *Outcome, Actions, Timeframe:* **Wendy to join with Olivia in providing groups**

C. Regulatory Issues

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

 *Discussion:* Scheduled supervision with each counselor for the month of December.

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

*2. Sub-topic:*  **New Forms**

 *Discussion:*  Please see Sam Clark email updates

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

*3. Sub-topic:*  **CARF**

 *Discussion:*  See Cins/Fins meeting notes below

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

*4. Sub-topic:*  **Coverage**

 *Discussion:* Discussed coverage for front office during the holiday week.

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

D. Human Resource Issues (Staffing and Training)

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

 *Discussion:* Discussed training needs and upcoming training file/ peer review.

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

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

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

A. External Inspections

*1. Sub-topic*: Fire inspection

 *Discussion:* Discussed Bivens Fire inspection repairs in process. Submitted fire inspection request (pending response and date of reinspection)

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

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

*1. Sub-topic:*  **Building inspections and Drills**

 *Discussion*: Safety Drill to be completed for the month of November

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

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:* **Peer review /Training file review**

 *Discussion:*  Peer review completed November 13th, Training file review scheduled on December 18th, 2023.

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Productivity**

 *Discussion:*  Discussed productivity with group cycles and scheduling groups to full capacity to make up for deficit. FT counselor is now accepting intakes, which will mitigate some of the issues with benchmarks.

 Plans in mitigating productivity issues.

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

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* Documentation

 *Discussion:*  Please remember to ensure documentation requirements are met including signature requirements; plan reviews and documentation requirements according to policy and procedure.

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

D. Policy and Procedure Updates and/or Review: **Policy and Procedure Updates and/or**

**Review for Your Information from CINS/FINS Meeting: 11/15/2023**

**Business Operations:**

A. Programmatic

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

 *Discussion:* Discussed status of end of month productivity

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

*2. Sub-topic:* **Annual Meeting**

 *Discussion:* The annual meeting was held on 11/10/2023. Discussed various options and venues for upcoming events.

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

*3. Sub-topic:* **Holiday plans**

 *Discussion:* Each site discussed holiday plans in their respective areas

 *Outcome, Actions, Timeframe:* Bivens may consider a whole building collaboration for the holidays.

B. Monthly Budget (Revenue and Expenses)

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

 *Discussion:*  Discussed desire for increased and expedited communication from Fiscal Dept.

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

*2. Sub-topic:* **Director Budgets**

 *Discussion:* Please use your 22-23 budget as a guide.

 *Outcome, Actions, Timeframe:* **Olga to distribute 23-24 ASAP.**

C. Marketing and Business Development

*1. Sub-topic:* **New Position Being Advertised soon.**

 *Discussion:*

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

*2. Sub-topic:* **Outreach & Safe Place Specialists**

 *Discussion:*  Creating new position for Gainesville IYPC that will be supervised by Zeke and Brian.

 *Outcome, Actions, Timeframe:* **Angie is currently advertising for BCG positions.**

D. Regulatory Issues

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

 *Discussion:* Jess contacted Sam Clark and requested consent for remote sessions to be uploaded onto the intranet and recommended possible updates if applicable.

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

E. Human Resource Issues (Staffing and Training)

*1. Sub-topic:*  **Upcoming audit Prep**

 *Discussion:*  CARF (February) and QI (TBD). Discussed past trends during audits.

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

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

 *Discussion:*  Discussed timesheet submission during the holidays.

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

3. *Sub-topic:* **Supervisor Rotation**

 *Discussion:*  Discussed rotation during leave..

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

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

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

 *Discussion:* Bivens Fire re-inspection requested

 *Outcome, Actions, Timeframe:* Pending

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

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

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

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

# III. Quality Improvement

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

*1. Sub-topic:*

 *Discussion:* See Outcome management

 *Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Challenges/Wins**

 *Discussion:* Discussed end of month Productivity, vacant positions, hiring and staffing. Discussed challenges in meeting requirements, discussed feedback and recommendations. Discussed increases and the benefits that have come from the increases, new outreach measures, groups, and Truancy youth.

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

 *Discussion:* See HR above

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

# IV. Risk Management.

A. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:*

 *Discussion:* See outcome Management

 *Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:*  **School Board request**

 *Discussion:* School Board requested quarterly numbers for school referrals. Jessica followed up with data and Jeniffer from the Network and is awaiting response.

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

**VI. Other Business:**

*1. Sub-topic:* **Youth Nominations**

 *Discussion:*  DJJ Youth Ambassador Award nomination due November 20th.

 *Outcome, Actions, Timeframe:* Pending

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# IV. Risk Management

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:*

 *Discussion:*  No 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:*

 *Outcome, Actions, Timeframe:*

**2.** *Sub-topic:* **NetMis 3- Plan entry reminder**

 *Discussion:* Enter Individual plan and 30 day review into NetMis if you have not done so already. Please also enter and file all Outreach.

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

**V. Information Technology**

A. Technology Plan

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

**VI. Clinical/Program**

A. Medical and Medication Issues

*1. Sub-topic:* **Vacation/Contact**

 *Discussion:* Discussed who to call when supervisor is out. For clinical; the team may call Sam and for Admin; Cindy.

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

*2. Sub-topic:* **Case Staffing and CINS petition training**

 *Discussion:* Held on 11/7 with Ed Wilton via zoom.

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

*3. Sub-topic:* **Motivational Interviewing Training**

 *Discussion:* Training scheduled for 11/14 and 15th in the big conference room.

 *Outcome, Actions, Timeframe:* **MI will be held at this location in December 2023.**

B. Counseling and Programming Issues

*1. Subtopic:* **Satisfaction Surveys**

 *Discussion:*  Please obtain for both parent and child.

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

 **VII. Other Business:**

*1. Sub-topic:* **SARB, Truancy Court and Case Staffing schedules**

 *Discussion:*  Case Staffing is scheduled for December 14th at 10am.

 Truancy court is pending.

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

2. *Subtopic:* **Shredding needs**

 *Discussion:* Discussed shredding needs and all programs. Jess obtained price for shredding through the Arc of Alachua County.

 *Outcome, Actions, Timeframe:* **Pending full assessment of Company shredding needs.**

Respectfully submitted by:

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| Jessica Bechtold  |  | 11/17/23 |

 Name Date