**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Family Action-Central CINS/FINS

Date: November 30th at 1300

Time: 930-1030

Location: Bivens

Date of Next Meeting December 18th, 2018 at 930am.

Attendance: Mary Simmons, Jessica Bechtold, Isaiah Harmon, Joy Steiner, Karly Bell, Corey Collins, Evelitza Soto, Carlos Aguirre, Cassandra Denham

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:* **Fiscal**

 *Discussion:*  Jessica Bechtold reminded staff to submit timesheets and schedules on Friday. Please submit appropriate timesheets in the appropriate and legible form.

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

B. Marketing and Business Development

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

 *Discussion:* Jess and staff discussed recent outreach measures and encouraged the continuation of such outreach measures particularly with regards to school based outreach.

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

C. Regulatory Issues

*1. Sub-topic:*  **Electronic Log books**

 *Discussion:* Jess discussed the ways in which this may impact Family Action in the future.

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

D. Human Resource Issues (Staffing and Training)

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

 *Discussion:*  Please submit any updated insurance information.

 *Outcome, Actions, Timeframe:* **Thank you Dr. Harmon for the submission.**

*2. Sub-topic:* HR

 *Discussion:*  **New HR personnel will begin on Monday the 3rd.**

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

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*  **No Discussion**

 *Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

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

 *Discussion*: Joy Brown completed a drill for the month of November.

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

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:* **No Discussion**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

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

 *Discussion:*  Jess had staff review risk management report and case load reports. No errors on risk management report reported by staff

 *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:* **Arnette House shadowing**

 *Discussion:* Jess discussed shadowing opportunities for staff at the Arnette house.

 *Outcome, Actions, Timeframe:*  **Karly and others will be attending on January 10th 2018.**

D. **Policy and Procedure Updates and/or Review for Your Information from CINS/FINS Meeting: Discussed in Family Action November 2018 staff meeting**

**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:* **Retention Bonus/Salary Supplement**

 *Discussion:*

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:* **Fire Drill Form Update**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2.**Sub-topic:* **Peer Reviewers Needed**

 *Discussion:* Tracey asked for more suggestions on who should be peer trained in each region. We have a great opportunity to get staff trained in Gainesville at the next QIC meeting.

 *Outcome, Actions, Timeframe:* **Peer Review training will be in Gainesville in April at the next QIC meeting.**

*3. Sub-topic:* **December Meeting Date**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*4.**Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*5. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Managing Aggressive Behavior Training**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*3.**Sub-topic:*

 *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:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

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

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

 *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:* **Behavior Management System/Trauma Sensitive Approach-Managers**

 *Discussion*:

 *Outcome, Actions, Timeframe:* **Continue to update other sites on progress in this area.**

*2.**Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:*

 *Discussion:*Changes were distributed and reviewed and discussed.

 *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**

 *Discussion:* The group reviewed and discussed the data packet.

 *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

*1. Sub-topic:* **Cell Phones**

 *Discussion:* We are switching to Verizon for our cell phone provider. Managers were asked to find out which phones there staff preferred. The options are an iPhone 7 or a Samsung Galaxy S8

 *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:* **Completed**

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:* **Will meet for training file review on 12/19/18**

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

# V. Information Technology

A. Technology Plan FYI

*1. Sub-topic:* **IT issues**

*Discussion:* Please continue to contact Jess for any IT issues and she will update Chris Barry and Zach Toundas. Jess also discussed cell phones and identified preferences in phone and color of device.

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

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:* **No Discussion**

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

 *Sub-topic:*

 *Discussion:* **No Discussion**

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

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

*Discussion:* SNAP Clinical is moving into their 12th week with consistent participation. On October 29th, 2018 SNAP for girls groups toured Alachua County Sherriff’s Department during which time they were able to participate in a question and answer discussion with Sherriff Sadie Darnell. In addition, the groups were able to tour the 9-11 dispatch centers, view law enforcement vehicles and were treated with ice cream and gift bags from the department. SNAP for Boys will be afforded the opportunity to attend a police department tour at Gainesville Police Department on November 28th and will also have the chance to converse with Officer Justin Torres during and after the tour. Both groups participated in card making for the Anchorage Children’s Home in the wake of Hurricane Michael. SNAP for Girls Groups will graduate on December 4th followed by the Boys graduation on December 5th, 2018. SNAP in Schools continues on with lessons for the first grade suite in addition to participating in Fun Farm Day on November 8th at Coon Hollo Farms. As of now, SNAP in Schools is on track to meeting productivity goals.

*Outcome:* **Ongoing**

*2. Sub-topic:*  **Case Staffing**

 *Discussion:* One Case staffing was held on November 7th at 9am. December’s Case Staffing will be held December 5th, 2018 at 9am where we will be reviewing three cases.

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

*3. Sub-topic:* **SARB**

 *Discussion:* SARB will reconvene on December 11th at 9am.

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

*4. Sub-topic:* **Truancy Court**

 *Discussion:* Truancy Court will break for the winter holiday but will reconvene mid-January.

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

Respectfully submitted by:

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| Jessica Bechtold  |  | November 30th, 2018 |