**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date 12/16/24 (follow up to discuss additional items from CINS FINS meeting on 12/19/24)

Time: 11

Location: Bivens

Date of Next Meeting: 1/27/25 at 12pm

Attendance: Olivia Hollier, Jessica Bechtold, Elizabeth Paz, Erin Andres, Melissa Rider

Absent: Collin Weisner

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

 *1.**Sub-topic:* **Budget**

 *Discussion:*  Awaiting budget

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

B. Marketing and Business Development

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

 *Discussion*: Discussed Decembers outreach efforts (See Pgm Report)

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:* **QI Audit Item review**

 *Discussion:* Jess reviewed the preliminary results with team. Identified and reviewed suggestions made regarding referral forms, Services type on the first page of the individual plan, Supervision and FNY numbers, documentation regarding gaps in sessions and will be getting clarity on policy regarding 30,60,90 day reviews.

 *Outcome, Actions, Timeframe:*  **Pending response from network**

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

 *Discussion:*  Jess and the team scheduled supervision for December and January.

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

*3. Sub-topic:* **Questionnaires**

 *Discussion:* Discussed satisfaction survey requirements (both from youth and parent) and discussed options for obtaining survey review if parent is difficult to meet with.

 *Outcome, Actions, Timeframe:* Complete

 D. Human Resource Issues (Staffing and Training)

*1.**Sub-topic:* **New Hire**

 *Discussion:*  Collin Weisner completed his orientation on 12/13/24 and started in office on 12/17/24.

 *Outcome, Actions, Timeframe:* **Welcome, Collin!**

*3. Sub-topic:***Outreach Logs**

 *Discussion:*  Continue to enter into NetMis, log on form and send monthly outreach to Cindy.

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

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe: Ongoing*

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

A. Internal Inspections

*1. Sub-topic:* **Drill / Med kits 2024**

 *Discussion:* Drill will be completed on 12/20/24. Jess will complete maintenance log on 12/20/24

 *Outcome, Actions, Timeframe:*  Complete

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

 *Discussion:* All repairs were completed for the Bivens building and an updated video on repair was sent to Fire inspector on 12/12/24. Ms. Monroe confirmed receipt of completion and will be sending out the official report in the near future.

 *Outcome, Actions, Timeframe:* Pending report

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

*1. Sub-topic:* **Window in ste 4**

 *Discussion:* A windowpane in front of ste 3 was found to be shattered on 12/11/24. Jessica called for an estimate for repair and an order for a replacement pane has been submitted. An estimate arrival of the pane and repair is set for 1-2 weeks due to the holiday.

 *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:* **Documentation**

 *Discussion:*  See above in regulatory issues

 *Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

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

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic*

 *Discussion:*  See Regulatory Issues

 *Outcome, Actions, Timeframe:*

D. **Policy and Procedure Updates and/or Review for Your Information from CINS/FINS Meeting:**

**I. Business Operations:**

A. Programmatic

*1. Sub-topic:* **Deliverables (Cindy S-H)**

 *Discussion:* Shout out to our Prevention Team and our Community Counseling Programs!

 *Outcome, Actions, Timeframe:* **Please keep up the good work!**

*2. Sub-topic:* **Monthly Program Reports**

 *Discussion:* Please ensure that program reports are being sent to Phil and Cindy by the 5th of each month. The reports are provided to the board each month.

 *Outcome, Actions, Timeframe:* **January report will be due on Monday 1/6/25.**

*3. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Deliverables/Expenses (Phil K**)

 *Discussion:* December is traditionally slow but we need to keep pushing towards our goals.

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Director Budgets** **(Cindy)**

 *Discussion:* Budgets are not quite ready yet but hope to have by end of January.

 *Outcome, Actions, Timeframe:* **You will then receive on a monthly basis.**

*3. Sub-topic:*

 *Outcome, Actions, Timeframe:*

C. Marketing and Business Development

*1. Sub-topic:* (Phil K.)

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Outreach activities & Safe Place** (Lyanne)

 *Discussion:*

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

D. Regulatory Issues

*1. Sub-topic:* **Signed contracts (Phil K)**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2.* *Subtopic:* **Board Update** (Phil K.)

 *Discussion:*

*Outcome, Actions, Timeframe:*

*3.* *Subtopic:*

 Discussion:

 *Outcome, Actions, Timeframe:*

E. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **HR update** (Angie L)

 *Discussion:* Angie reviewed agency policy regarding discrimination.

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

*2. Sub-topic:* **Training** (Zach T)

 *Discussion:* Passcode and Access Security

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:* Pending list(Angie)

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Please pay close attention to your pending list and submit items in a timely manner.**

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:* **QI monitoring Central December 11 and 12th** (Cindy S-H)

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

 *Outcome, Actions, Timeframe:* **Review critical areas and prepare for upcoming monitoring visits.**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Progress toward performance measure goals/production expectations** (Cindy S-H)

 *Discussion:* Addressed in I(A)(1) above.

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

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **QI planning** (Cindy S-H)

 *Discussion:* Addressed in III(A)(1) above.

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

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

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# IV. Risk Management.

A. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:* **See III** (A &C) above.

 *Discussion:* As noted above.

 *Outcome, Actions, Timeframe:* **As noted above.**

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **No discussion** (Liz T).

 *Discussion:*

 *Outcome, Actions, Timeframe:*

**VI. Other Business:**

*1. Sub-topic:* **Holiday Luncheon and Employee Recognition** (Cindy S-H)

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Today at 1:00- 3:00 pm. See you all there.**

*2. Sub-topic:* **Open floor/vacation leave**

 *Discussion:* Cindy will be on vacation leave December 19, 22, 23. Phil will be on leave December 26 through January 2nd.

 *Outcome, Actions, Timeframe:* Wishing everyone a safe and happy Holiday Season!

**IV. Risk Management**

A. Risk Management Plan (exposure to loss)

 *1. Sub-topic:* **Fl Network report from Amy Orman**

 *Discussion:* Distributed to team

*Outcome, Actions, Timeframe:* **Reviewed**

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

B. Employee Concerns or Complaints

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

 *Discussion:* See above

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

C. Potential regulatory audits and/or investigation of operations

*1.* *Sub-topic:* **CARF**

 *Discussion:* See above

 *Outcome, Actions, Timeframe:*

**V. Information Technology**

A. Technology Plan FYI

*1. Sub-topic:*

 *Discussion:*

 *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:* **Documentation and entry**

 *Discussion:*  Documentation due within 24 hours. Submission recommendations within 48 hours.

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

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

*Discussion:*  No Truancy Court for the month of November.

*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 November. Truancy court cancelled for December 18th at 230pm.

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

Respectfully submitted by:

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| Jessica Bechtold  |  |  12/19/24  |