**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT

Date: April 17, 2025

Time: 10:00 am

Location: Bivens

Date of Next Meeting:

Attendance: Alex Culbreth, Brandi Bell, Angela Williams, Angie Lay, Evelitza Soto, Jessica Bechtold, Brian Smith, Cindy Starling, Leigh Kassem, Phil Kabler, Liz Tschumy, Zeke Whitter

Absent: Latisha, Jonathan

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Director Monthly Budgets**

 *Discussion:*  Handout. Directors should have their budgets by the first part of next week (by Wednesday). They should be up to date as of March. If any discrepancies are noted/categories missing/serious inaccuracies (too low/too high), please reach out to Darla.

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **Donation of two vehicles**

 *Discussion:*  Thank you to Alachua County Sherriff’s Office for the donation. The vehicles will be of great service to Bivens and the programs housed there.

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Paylocity Procedures Training**

 *Discussion:*  Ashely reviewed with Supervisors/Directors the processes and procedures that they will utilize to approve timesheets and leave. Ashely also set up times to visit with shelters to review procedures specific for staff to be able to utilize the new program.

 *Outcome, Actions, Timeframe:*

 *Sub-topic:* **Employee Application and Pre-Hire Packets Training**

 *Discussion*: Employeeevaluations and that process was discussed. Staff were informed that self-evaluations are encouraged, but not required, however, the employee needs to write a note if they do not complete the self-evaluation. The post-interview hiring procedures and orientation process were reviewed. It was mentioned that open enrollment is coming up and staff were asked if they wanted to have the benefits advisor come as in previous years to discuss the options. It was decided that the team does want the meeting to occur again since it is beneficial to staff.

 *Outcome, Actions, Timeframes:*

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:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

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:*

 *Discussion:*  No discussion.

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:* **Q3 Peer Review**

 *Discussion:* Please ensure that reviews are up to date and have been submitted online in the new portal.Liz stated the she has most of them, but not Residential for NW and that staff are doing a great job with the new online submission process. She further stated that she will compile the information into an analysis and that it should be ready for audit next week.

 *Outcome, Actions, Timeframe:*

*2.* *Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **QI Audit for NW is 4/23-4/24**

 *Discussion:* Please continue preparing for audit. Thank you to those assisting NW, especially Ms. Naomi. East, please continue preparing as well for your upcoming audit. Leigh reported that SNAP NW is ready.

 *Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* Policies and QI Standards

 *Discussion:* Brief introduction to new Search/Contraband Policy workgroups by Zeke. Quality Assurance Director briefly discussed the updates to the policy. We have several staff involved in 1 or more of the 3 workgroups headed up by Laura and the Network. A new policy is being presented and along with that, new training procedures, including at time of hire, as well as the introduction of materials/video for participants at intake.

*Outcome, Actions, Timeframe:*

E. Participant Complaint and Grievance (specific and quarterly review of trends)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

F. Planning Documents (reports, status of goals and objectives, reformulation)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:*

 *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:* **Risk Management Packet Review March**

 *Discussion:* Great job on performance measure 100%. Our January and February bed utilization has increased substantially.

 *Outcome, Actions, Timeframe:* **Please continue to follow-up on all referrals and report your daily census*.***

*2.* *Sub-topic:* **UER’s**

 *Discussion:* Quality Assurance Director discussed trends with the UERs. COO reminded staff to submit and noted that East submits a large number, but that the other programs have not submitted many and wanted them to ensure that things are being reported through the UER process and not just being addresses without this step.

 *Outcome, Actions, Timeframe:* **Please continue to forward all UER, CCC, and abuse reports to COO. After review, Cindy forwards to Phil (CEO) who reviews and forwards to Alex (QAD).**

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:* **Intranet 2.0**

 *Discussion:* Liz and Zach are working toward creating a new “Internet” that is more user-friendly and accessible. Please provide brief feedback of what would assist you in utilizing this resource better.

 *Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

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

 *Discussion:* Each program designee should ensure that all staff are up to date on training.

 *Outcome, Actions, Timeframe:* On-going

*2. Sub-topic:* **Job Tasks/Duties**

 *Discussion:* Please submit to Alex a list of ALL job duties that you undertake as part of your position, regardless of your position/program. Job descriptions are being updated and tasks will be clarified with all staff. Everyone must ensure that you are meeting the deliverables of your position and/or those you supervise are meeting their deliverables.

 *Outcome, Actions, Timeframe:* 4/30/25

**VII. Other Business:**

*1. Sub-topic:* **Service Excellence Award Recipient**

 *Discussion:* CONGRATULATIONS!! Yay Monica. Please join us in thanking her for her hard work and dedication and congratulate her on earning this award. Her accomplishments were honored at the Annual FJJA/DJJ Legislative Reception in Tallahassee.

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Cynthia Starling |  | April 17, 2025 |

 Name Date