**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT/CINS/FINS

Date: 6/19/24

Time: 10:30

Location: Bivens

Date of Next Meeting: 7/17/24

Attendance: Alex, Angela, Brandi, Brian, Cindy, Evelitza (Zoom), Leigh (Zoom), Jessica, Liz, Phil (Zoom), and Sabriena,

Absent: Zeke

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Overtime**

*Discussion:*  There will be an increased emphasis by the BOD on overtime costs for all programs and administration.

*Outcome, Actions, Timeframe:* **Please reduce overtime where possible. All overtime should be reported in advance to Phil/Cindy for approval when possible.**

B. Marketing and Business Development

*1. Sub-topic:* **Annual Celebration and Meeting at the 1908 Grand in Gainesville.**

*Discussion:* November 14th, 6:00 pm-8:00 pm

*Outcome, Actions, Timeframe:* **Phil and Board member, Debbie, are planning the agenda.**

C. Regulatory Issues

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

*Discussion:* We have not yet received our final report/accreditation.

*Outcome, Actions, Timeframe:* **We will notify all when received.**

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Application form HR-1007 updated 3/24**

*Discussion:* Ensure everyone is using the updated application with the EEOC attached page.

*Outcome, Actions, Timeframe:* **Please remind your team and check to ensure old forms are not being utilized.**

2. *Sub-topic:* **Emergency Contact/Information**

*Discussion:* Please update all forms with your team and ensure you have the Emergency Contact box available to take with you in case of an emergency exit from building.

*Outcomes, Actions, Timeframe:* **Please forward forms to HR upon completion.**

E. Annual Budget Planning and Process

*1. Sub-topic:* **Directors’ Budget/ Cost Savings- Copier paper and preventive maintenance**

*Discussion:* Tom is currently working on a Directors Budget and we hope to have one to all Directors by July staff meeting.

*Outcome, Actions, Timeframe:* **Please ensure preventative maintenance is occurring and please reduce coping when possible and try to reduce color coping when possible. Inform your team at staff meetings.**

# 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:* **Vehicle maintenance and emergency procedures**

*Discussion:*

*Outcome, Actions, Timeframe:* **Please ensure all required vehicle maintenance is occurring and that a safety manual is readily available in all vans.**

C. Incident Reports (Reports, analysis of trends, recommendations)

*1. Sub-topic:* **Reviewed within the Risk Management report.**

*Discussion:* Trends during Q1-Computer issues IYP-C, Q2- Maintenance issues IYP-E, Q3-CCC in IYP-C and East. Q-4 Maintenance East

*Outcome, Actions, Timeframe:* **East had significant A/C, and plumbing issues FY 23-24. Please ensure that you are documenting all of the Child Abuse Reports within the incident report form. Very good reduction in medical errors this FY. Will look closer at all incident reports in July/August at Year End Risk Management report.**

# III. Quality Improvement

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

*1. Sub-topic:* **QI Results for the Fiscal Year 23-24**

*Discussion:* Reviewed results from NW review

*Outcome, Actions, Timeframe:* **Nice job everyone and Thank you!!!**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Productivity Report and Performance Measures**

*Discussion: Data Systems Manager reviewed monthly report*

*Outcome, Actions, Timeframe:* **Programs who did not meet our contract requirements will need to submit a comprehensive productivity plan for FY 24-25 by July 16th.**

C. Accreditation and Regulatory Requirements

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

*Discussion:* No final report yet.

*Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* **Updated documents/Reminder**

*Discussion:*

*Outcome, Actions, Timeframe:* **Please ensure all staff are using most recent forms from Intranet.**

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*3. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*4. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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

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

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Strategic Plan**

*Discussion:* If you have not submitted your plan, please do so ASAP

*Outcome, Actions, Timeframe:* **Past Due**

*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:* Cindy requested updated contact information for the Cooperative Service Agreements and Business Partners

*Outcome, Actions, Timeframe:* **Updates due 6/28/24**

*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:* **Safety and Maintenance Inspection Semi-Annual Review**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:* **Cindy reminded Shelter Managers that this review should be conducted in July.**

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

*1. Sub-topic:* **None reported.**

*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:* **Technology Plan annual update**

*Discussion:* Zach and Sam will review and provide to Liz for her approval

*Outcome, Actions, Timeframe:* **Due** **July 16th, 2024. (Liz reported that the technology plan has been completed recently and is on CDS intranet.)**

*2.* *Sub-topic:* **CDS Website- Referral/Distribution List**

*Discussion:* Liz provided overview of changes to CDS website. Alex requested that the referral system be limited to specific program to eliminate too many emails. Liz requested CDS pictures from programs to improve the website.

*Outcome, Action, Timeframe:* **Please send photos to Liz for consideration to add to website. Thank you Liz for making the site more user friendly by establishing greater accessibility by improving colors and fonts. Also providing greater CDS visibility when searching by key words.**

# 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:* **Suicide Assessment in NW**

*Discussion:* Last year Jessica agreed to review all of SNAP assessments (Central and Lake City). NW Residential Counselor, Tonda, has been trained and will need to complete shelter assessments with approval by Stephanie Douglas or Alex Culbreth. Jessica will be a backup if neither available.

*Outcome, Actions, Timeframe:* **Please implement immediately.**

**VII. Other Business:**

*1. Sub-topic:* **New Gainesville Shelter**

*Discussion:* Getting very close to final inspections. Anticipate certificate of occupancy in early July with furniture move in during middle July. Plan to transfer any shelter youth to East and NW if possible. Open House planned for August.

*Outcome, Actions, Timeframe:* **Cindy will provide specific updates when available.**

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Cynthia L. Starling |  | June 19, 2024 |

Name Date