**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT

Date: July 16, 2025

Time: 10:00 am

Location: Bivens (Zoom)

Date of Next Meeting: August 20, 2025

Attendance: Cindy, Phil, Darla, Brian, Stone, Angie, Evelitza, Zeke, Angela, Brandi, Jess, Meagan, Lyanne, Alex

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Director’s Budgets End of FY 24-25**

*Discussion:*  Darla will have completed after all of June expenses have been received and distributed into proper categories. Darla requested staff only put one vendor per PO.

*Outcome, Actions, Timeframe:* **TBD**

*2.* *Sub-topic:* **CDS Contracts/Payables**

*Discussion:* We have a new DJJ Mentoring contract that will be implemented by our Prevention programs. We also have a new SNAP Youth Justice contract.

*Outcome, Actions, Timeframe:* **Cindy will be meeting with Latisha and Jonathan this week to plan for program implementation.**

B. Marketing and Business Development

*1. Sub-topic:* **Grants, Donations, Tours**

*Discussion:* PutnamUnited Way $10,000; The Community Foundation Putnam Support Grant 7,500; Central Shelter: Book Club, Participant School Supplies, Paintings; Northwest shelter: Donations for Summer Field Trips and Px. supplies. Staff were reminded to complete In-kind donation forms for donations.

*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:* **Hiring/Staffing Issues**

*Discussion:* Questions or Concerns?

*Outcome, Actions, Timeframe:* **Please review the Hiring Process instruction from Angie and follow the procedures carefully.**

2. *Sub-topic:* **Pending List**

*Discussion:*

*Outcome, Actions, Timeframe:* **Please complete pending items in a timely manner and submit all needed items to HR.**

*3. Sub-topic:* **Chapter 984 Training**

*Discussion:* Please make sure you completed a sign-in sheet for Mr. Wilton’s training and put in training files*.*

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:* **FY 25-26 Director’s Budget**

*Discussion:* Darla expects to provide at our August meeting.

*Outcome, Actions, Timeframe:*

# II. Health and Safety:

A. External Inspections

*1. Sub-topic:* **Building Maintenance and Improvements Needed.**

*Discussion:*  IYP-NW and Arlington Bldg. need a complete building re-pipe. East has compiled a list of items of repairs/improvements.

*Outcome, Actions, Timeframe:*

2. *Sub-topic:* **Hurricane Preparations**

*Discussion:* Ensure that hurricane supplies are stocked and in-date and you and your staff are aware of the procedures.

*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:* **UERs/CCCs**

*Discussion:*  QAD Alex discussed quarterly report and trends. Please ensure that all staff are providing consistent and diligent supervision of the youth.

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:*

*Discussion: No 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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

2. *Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* Policy and form update reminders

*Discussion:* Discussed recently updated policies (DEI & Affirmative Action (Phil), transportation, truancy, searches (Cindy & Alex) and forms and provided a list of all changes.

*Outcome, Actions, Timeframe:* **Please discard old forms and rely on the Intranet only. Staff should never create or use their own forms that have not been approved and placed on the intranet. If you would like to suggest a new or revised form, please submit it to Cindy and we will discuss it at our next meeting.**

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

*1. Sub-topic:* **Px grievances in programs.**

*Discussion:* QAD Alex discussed trends noted in staff/Px interactions and supervision.

*Outcome, Actions, Timeframe:* **Please remember to look for trends.**

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

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

*Discussion:* No 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:*  Briefly discussed MOUs and progress toward completion.

# *Outcome, Actions, Timeframe:* ASAP

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:* **Naloxone procedures.**

*Discussion:*  Ensure to take Naloxone out on field trips, per Wendy at the FL Network. Additionally, notify Cindy immediately if you use or give away a box; she has to submit a report monthly to the FL Network.

*Outcome, Actions, Timeframe:* On-going.

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:* **Outlook email through the APP**

*Discussion:* Some may have experienced issues with the ability to get your email through the APP for Outlook. IT is aware and is working on a solution. We are transitioning to accessing email directly from the internet while IT is working toward a fix.

*Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **Key Staff**

*Discussion:* It is imperative that we maintain RN at each shelter as it is considered a Key Staff. Other Key staff are Regional Directors, LMHC/or LCSW. Central had NO medication errors all year.

*Outcome, Actions, Timeframe:* **Notify Cindy and HR promptly if you learn a key position may become vacant. We must report loss of any key position within 7 days to Florida Network.**

B. Counseling and Programming Issues

*1. Sub-topic:* **Contract changes to be discussed further at QIC on Aug. 5-7 in Hollywood, FL**

*Discussion:* We will take any remaining questions or concerns to this event for clarification.

*Outcome, Actions, Timeframe:* **Brandi, Naomi, Stone, and Cindy plan to attend. Please send any questions that may arise related to our new contract to Cindy.**

**VII. Other Business:**

*1. Sub-topic:* **Employee Announcements**

*Discussion:*

*Outcome, Actions, Timeframe:*

*2.* *Sub-topic:* **Staff dress**

*Discussion:* Please ensure that all staff are dressed appropriately. Staff should present in a professional manner and wear attire that is properly fitting and not revealing (no tank tops). Please refer to the Staff Dress Policy, P-1033, (reviewed in the meeting), for further clarification. This should also be reviewed with staff upon hire and during their orientation training. QAD Alex will add additional guidelines to policy.

*Outcome, Actions, Timeframe:* Review policy at hire and on-going.

Respectfully submitted by:

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| Cynthia Starling |  | July 16, 2025 |

Name Date