**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT/CINS/FINS

Date: 7/17/24

Time: 10:00 am EMT, 11:00 am CINS meeting

Location: Bivens

Date of Next Meeting: 8/28/24

Attendance: Alex, Angela, Angie, Brian, Cindy, Evelitza, Leigh, Liz, Jessica, Phil, Sabriena, Zeke

Absent: Brandi, Jonathan, Latisha

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Directors’ Budget/Control Costs/Overtime Approval Required**

*Discussion:*  Handout (23-24 budget)

*Outcome, Actions, Timeframe:* **Please review and provide feedback as to anticipated increase in costs.**

B. Marketing and Business Development

*1. Sub-topic:* **Annual Celebration and Meeting 1908 Grand**

*Discussion:* November 14th, 6:00 pm-8:00 pm. Event will be catered with set-up and clean-up completed.

*Outcome, Actions,* **All EMT members are encouraged to attend.**

*2. Sub-topic:* **New Shelter Update Open House/Ribbon Cutting**

*Discussion:* Plans are being made for the Ribbon Cutting at the new shelter. Very busy with completing detailed work and expecting certificate of occupancy soon.

*Outcome, Actions, Timeframe* **Date of Ribbon Cutting TBD**

C. Regulatory Issues

*1. Sub-topic:* **CARF-Three Year Accreditation Received!! Excellent Report**

*Discussion:* Please review and provide feedback on items that are within your specific department. Thank you all again for your excellent work!!

*Outcome, Actions, Timeframe:* **Please send responses to Alex and Cindy. We will be working on final responses to provide to Phil for his review/approval.**

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Comptroller Hired effective today.**

*Discussion:*

*Outcome, Actions, Timeframe:* **Please welcome Darla Morgan.**

2. *Sub-topic:* **Personnel Action Forms**

*Discussion:*

*Outcomes, Actions, Timeframe:* **Please remember to sign and date and type all PAF.**

*3. Sub-topic:* **Corrective Actions**

*Discussion:* Please remember that all corrective actions must be discussed with the COO and approved by the COO and HR manager. In most cases, there should be documented communication notes prior to correction action.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **DCF trainings needed HIPPA, Deaf and Hard of Hearing, Security Awareness.**

*Discussion:*

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

E. Annual Budget Planning and Process

*1. Sub-topic:* **Directors’ Budget/ Cost Savings/Preventative Maintenance.**

*Discussion:* With the hiring of a new Comptroller, we hope to have FY 24-25 Directors’ budgets by September. Please keep spending to a minimum and reduce spending to necessary items only. Please ensure you are maintaining preventative maintenance in all CDS building in order to reduce costs.

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

# 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:* **Alex overview of Mock Audits**

*Discussion:* Alex provided a brief overview of his duties and goals pertaining to mock audits. His goal is to identify deficiencies in an effort to bring awareness and to assist Directors and Supervisors. Primary goal is to ensure compliance withal CDS contracts and to provide excellent services to youth and families.

*Outcome, Actions, Timeframe:* **Alex will schedule with Regional Directors of all three shelters first and then move to additional CDS programs.**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **CARF Three Year Accreditation!**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:* **Great Job Everyone! Excellent Team Work!**

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* **Quality Assurance Director, Alex Culbreth effective July 1, 2024**

*Discussion:*

*Outcome, Actions, Timeframe:* **Cindy and** **Alex will provide updates on program policy and QI additions/revisions at next staff meeting. Please review QI and Florida Network manuals in advance of our next CINS meeting.**

*2. Sub-topic:* **CINS/FINS Consent Agreement**

*Discussion: proposed change:* I give permission for CDS staff to exchange among themselves information verbally and in written form (including but not limited to notes, HIPPA/PHI, assessments) from my child’s file(s) explicitly to facilitate services for my child.

*Outcome, Actions, Timeframe:* **All EMT members approved the CINS/FINS Consent Agreement.**

*3. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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

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

*Discussion:* We have had very few youth grievances and most were youth complaining about minor issues with other participants. All have been effectively resolved at the local programs.

*Outcome, Actions, Timeframe:* **Please forward all grievances to Cindy in a timely manner.**

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, need ASAP no later than 8/17/24.**

*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/Cooperative Service Agreement

*Discussion:*

*Outcome,*

*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:*  Have all been completed?

*Outcome, Actions, Timeframe:* **If not, please do so by end of July.**

*2. Sub-topic:*

*Discussion:*

*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:* **NetMis 3 updates.**

*Discussion:* Leigh discussed concerns with NetMis 3 as it is not asking for medication information which makes it appear as though the youth are not on medications.This seems to be SNAP specific

*Outcome, Actions, Timeframe:* **Leigh/Liz please monitor closely and provide updates.**

2. *Sub-topic:* **June Risk Management/ Performance Report/Timely Data Entry**

*Discussion:* Liz provided June risk management packet and reviewed with the team.

*Outcome, Actions, Timeframe:* **We know we will fall short of our CINS contract performance this FY 23-24. With the new fiscal year, we will continue to focus on outreach and promoting increased productivity while providing quality services. Thank you for all of your efforts and teamwork.**

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **Medication Errors.**

*Discussion:* The Florida Network is continuing to monitor medication errors.

*Outcome, Actions, Timeframe:* **Please continue to stress the importance of following policies and procedures in an effort to reduce medication errors.**

B. Counseling and Programming Issues

*1. Sub-topic:* **Outreach Activities/Increase Service Delivery**

*Discussion:* No discussion

*Outcome, Actions, Timeframe:* **All programs should maintain a log of your outreach activities. New Contract Year so please monitor your productivity on a monthly basis.**

**VII. Other Business:**

*1. Sub-topic:* **Cindy will be on leave July 22nd through July 26th**

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Cynthia L. Starling |  | July 17, 2024 |

Name Date