**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT

Date: August 28, 2024

Time: 10:00 am

Location: Bivens and via Zoom

Date of Next Meeting: September 25, 2024

Attendance: Alex, Angela, Brandi, Brian, Cindy, Darla, Evelitza, Leigh, Lyanne, Jessica, Liz, Phil, Sabriena, and Zeke

Absent: Angie, Latisha, Jonathan

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Manage expenses and operate programs efficiently.**

*Discussion:* Please limit the use of copiers/excessive paper when possible

*Outcome, Actions, Timeframe:* **Please submit any cost savings ideas to Cindy**

2. *Sub-topic:* **New Credit Cards**

*Discussion:* No discussion.

*Outcome, Actions, Timeframe:* **Darla will be issuing new South State Visa credit cards to EMT members.**

**B. Marketing and** Business Development

*1. Sub-topic:* **New Shelter Updates/Ribbon Cutting**

*Discussion:* Scheduled for September 19, 2024

*Outcome, Actions, Timeframe:* **Please be mindful of limited parking and carpool if possible.**

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

*Discussion:* Event is scheduled for November 14th 6:00 pm-8:00 pm

*Outcome, Actions, Timeframe:* **More details to follow. Planning committee working to complete agenda, decorations, donor pledges.**

*3.**Sub-topic:* **UF Campaign for Charities**

*Discussion:*The campaign begins September and goes through October.

*Outcome, Actions, Timeframe:* **Please encourage anyone who participates to consider CDS as their charity when donating.**

C. Regulatory Issues

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

*Discussion:* Feedback was provided and submitted to Phil to provide the final response.

*Outcome, Actions, Timeframe:* **Phil will forward response to CARF due by 9/19/24.**

D. Human Resource Issues (Staffing and Training)

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

*Discussion:* An email was sent out prior to the meeting inquiring of any changes needed or concerns noted regarding Employee Handbook and a discussion was facilitated.

*Outcome, Actions, Timeframe:* **No additional changes requested by the team.**

E. Annual Budget Planning and Process

*1. Sub-topic:* **Fiscal Issues- POs: Identifying appropriate categories/funding sources**

*Discussion:* It was suggested that we receive an updated list of appropriate categories.

*Outcome, Actions, Timeframe:* **Please ensure you are including on all POs, the correct funding source and anticipated category. Darla will review and update if needed.**

*2.* *Sub-topic:* **Fiscal Issues- Petty Cash checks**

*Discussion:* Banks are no longer willing to cash check made payable to Petty Cash. Must be payable to the person cashing the check for Petty Cash.

*Outcome, Actions, Timeframe:* **Checks will be made payable to team member cashing checks for Petty Cash.**

**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:*

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **As QA Director, Alex will be completing analysis of incident reports for our monthly reviews***.*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:* **Alex to provide an overview of analysis at September EMT/CINS meetings.**

# 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:* **Follow-up Reports**

*Discussion:* Liz sends these reports out weekly.

*Outcome, Actions, Timeframe:* **Please review the emails pertinent to your programs to check data entry. Ensure data is complete, accurate, and entered timely. Alex will also monitor to ensure follow-up.**

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **Prevention Licensure**

*Discussion:* Gathering documents required by DCF in order to upload and complete licensure packet.

*Outcome, Actions, Timeframe:* **Thank you Liz for your yearly assistance uploading the licensure packet.**

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* **P-1025** **Background Check, Reference Check, Fingerprinting for Personnel, Volunteers, or Interns**

*Discussion:* Amended 90 day validity period to 180 days for background screenings.

16. Added “Suitability Assessment” to list of items needed by HR prior to scheduling orientation. Applicants not hired within 180 days of completion of the background screening must submit a new background screening request with payment before being hired.

*Outcome, Actions, Timeframe:* **Please begin using this updated form and eliminate all old copies.**

*2.* *Sub-topic:* **P-1050 Outreach Plan for Targeting Youth for Program Services**

*Discussion:* Catchment area was changed to 11 counties and numerous typos were corrected.

*Outcome, Actions, Timeframe:* **Please begin using these updated forms and eliminate all old copies.**

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

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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/Interagency Agreements**

*Discussion:*  Cindy acquired updated contact information for community partners.

*Outcome, Actions, Timeframe:* **Cindy is awaiting responses and signed agreements.**

*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:*

*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:*

*Discussion:*  No discussion

*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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Cindy Starling |  | September 5, 2024 |

Name Date