**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT/CINS

Date: September 17, 2025

Time: 10:30 am

Location: Bivens and via Zoom

Date of Next Meeting: October 15, 2025

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

Absent: Jonathan, Latisha

**I. Business Operations:**

A. Programmatic

*1.* *Sub-topic:* **Deliverables**

  *Discussion:* Handout- **Florida Network Report Card FY 24-25 and Risk Management Report.** Beginning of fiscal year is a slow time generally but we really need to increase our numbers so that we do not fall too far behind. Our YTD Performance Benchmarks for Community Counseling is 45.5% and 66.5% for shelter programs. Please ensure that discharge data is being completed in a timely manner (three days). We are currently below our required 90% benchmark.

  *Outcome, Actions, Timeframe:* **Please strive to increase our participant utilization across all CINS/FINS programs.**

*2.* *Sub-topic:* **Annual Meeting-** **Scheduled for November 13th at 1908 Grand 6-8 pm*.***

  *Discussion:* EMT members are invited to attend our 55th Annual Celebration. We will plan an employee specific appreciation/awards event most likely in December. Specific date and location TBD. All ideas are welcomed for employee appreciation event.

  *Outcome, Actions, Timeframe:* **All EMT members are expected to arrive a little early to begin networking. FYI: National Runaway Prevention month is now referred to as Youth HOPE month (Homelessness Outreach, Prevention, and Education).**

*3.* *Sub-topic:* **SNAP** **and Shelters Productivity and Outreach**

*Discussion:* Shelters need to maintain 23 or above total px each day in order to catch up and maintain productivity. All programs discussed new outreach plans.

  *Outcome, Actions, Timeframe:* **Staff will consider intra-agency referrals when appropriate during screenings, and at discharge. All shelter programs to complete a Holiday Enhanced Program with flyers to advertise. Putnam has submitted their Holiday flyer to Cindy for approval.**

B. Monthly Budget (Revenue and Expenses)

*1.* *Sub-topic:* **Fiscal Department- Darla report**

 *Discussion:* Handout Directors’ Budgets

*Outcome, Actions, Timeframe:* **Darla will distribute each month.**

*2.* *Sub-topic:* **Productivity vs. Cost of Business**

*Discussion:* Phil discussed the importance of managing costs and increasing revenues.

  *Outcome, Actions, Timeframe:* **Complete maintenance on building and vehicles**. **Try to complete minor repairs before calling outside company or try to use a local handy man.**

*3.* *Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Marketing and Business Development

*1.* *Sub-topic:* **Marketing and Business Development (Phil)**

*Discussion:*

*Outcome, Actions, Timeframe:*

*2.* *Sub-topic:* **City of Gainesville Holiday Parade**

*Discussion:* Any interest in participating this year?

*Outcome, Actions, Timeframe:*

D. Regulatory Issues

*1.* *Sub-topic:* **CCC questions**

*Discussion:* Handout

*Outcome, Actions, Timeframe:* **Please try to answer all questions when possible, within the 24 hour timeframe. Provide complete answers but do not provide additional information that isn’t being requested.**

*2.* *Subtopic:* **New Menus/New Dietician**

*Discussion*

*Outcome, Actions, Timeframe:* **Begin using week 1 of our new menus on Sunday, September 30th**

*3.* *Subtopic:*

Discussion:

*Outcome, Actions, Timeframe:*

E. Human Resource Issues (Staffing and Training)

*1.* *Sub-topic:* **HR Krizner Employment Law training November 18th 1:15 pm**

*Discussion:* The training is required by all EMT and will be held via Zoom.

*Outcome, Actions, Timeframe:* **Please attend and complete training log, then submit to HR.**

*2. Sub-topic:* **Basic Center Grant Training**

*Discussion:* Onsite Monitoring Review Training for Grantees 12:00-1:30 pm

*Outcome, Actions, Timeframe:* **IYP-C and IYP-E and admin team will attend and begin process of uploading requested documents.**

*3.* *Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1.* *Sub-topic:* **Basic Center Grant On-Site Monitoring**

*Discussion:* We will have visit from Carolyn Bates during the week of 10/20.

*Outcome, Actions, Timeframe:*

B. Self-Inspections (Reports, analysis, and recommendations)

*1. Sub-topic:* **Safety drills** (Jessica for Bivens)

*Discussion:* Regularly conducted at Bivens. Please ensure drills are current in shelters as well and Arlington Bldg.

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

# III. Quality Improvement

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

*1. Sub-topic:* **QI/Mock and Actual**

*Discussion:* Discussed reminders for shelter, community counseling program and SNAP.

*Outcome, Actions, Timeframe:* **Begin reviewing critical areas and ensure all files are kept current.**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **Prevention Program DCF licensure**

*Discussion:* In process of completing documents for upload.

*Outcome, Actions, Timeframe:* **Latisha to complete with Liz by 10/15**

D. Policy and Procedure/Forms Updates and/or Review (Cindy S-H)

*1. Sub-topic:* **FLN final draft P&P received 9/16/25**

 *Discussion:* We received final draft pending approval from DJJ

 *Outcome, Actions, Timeframe:* **Review new procedures at your team monthly staff meetings.** **Alex will begin working on CDS P&P when the FINAL FLN P&P is received.**

# IV. Risk Management.

A. Potential regulatory audits and/or investigation of operations

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

*Discussion:* Has anyone distributed any or used any on-site?

*Outcome, Actions, Timeframe:* **If any boxes are given out or used, let Cindy know ASAP so that she can complete monthly reports. New reporting platform called OKTA.**

*2.* Sub-topic: **Handout CDS Performance Risk Management Report 10/10/24.**

*Discussion:* **Review of monthly packet**

*Outcome, Actions, Timeframe:* **Community Counseling referrals have increased significantly in Central office.**

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **Any Pending Issues?**

*Discussion:* Zach has completed update to video/audio systems at NW and will begin working on East updates.

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

**VI. Other Business:**

*1. Sub-topic:* **COO/CEO Program Staff Meetings**

*Discussion:*  Visiting each program

*Outcome, Actions, Timeframe:* **Please provide dates of upcoming program staff meetings.**

*2. Sub-topic:* **Phil’s Retirement**

*Discussion:* Phil reported that he will be retiring effective March 31, 2026. He has submitted his plans for retirement to the BOD and the board will begin the search process for a new CEO.

*Outcome, Actions, Timeframe:* **Everyone congratulated Phil on his retirement and wished him well.**

Respectfully submitted by:

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| --- | --- | --- |
| Cindy Starling |  |  09/17/25 |

 Name Date