**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT

Date: October 3, 2022

Time: 11:00a

Location: Via Zoom

Date of Next Meeting: October 26, 2022, 9:00a

Attendance: Jessica Bechtold, Marianna Cotter, Alex Culbreth, Stephanie Douglas, Phil Kabler, Angie Lay, Carlos Lopez, Gwen Love, Paula Moreno, Diana Sanchez, Stephanie Sheppard, Brian Smith, Sr., Evelitza Soto, Cindy Starling-Hersey, Liz Tschumy, Zeke Whitter, Sabriena Williams

Absent:

**I. Business Operations:**

A. Hurricane Ian follow-up (Cindy S-H)

 *Discussion:* Discussed preparations, what went well/needs upgrade; ‘thank you’ to IYP-NW for remaining open (due to generator)

 *Outcome, Actions, Timeframe:* Accomplished

B. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* Director Budgets (Diana S)

 *Discussion:* Being released after 9/22 ledger done, next week; this payroll period includes 10/1/22 ($15/hour impact; health insurance rate impact next enrollment period)

 *Outcome, Actions, Timeframe:* Ongoing

*2. Sub-topic:* CPA audit (Diana S)

 *Discussion:* All requested information provided

 *Outcome, Actions, Timeframe:* Ongoing

*3. Sub-topic:* Deliverables - by program (Cindy S-H)

 *Discussion:* Non-residential – doing well, new FAP-C Team Members incoming, will make-up units (screenings up), FAP-E over-produced, FAP-NW – close on-target, adding groups in schools (6th grade school, two groups, shortened intake process), drop-off from DJJ referrals (due to more serious charges, e.g. guns); residential – IYP-C shelter reopened (down effectively all of September), IYP-E and IYP-NW performed well; still work to do make-up; SNAP – on-target, looking to add one new school

 *Outcome, Actions, Timeframe:* Ongoing

C. Marketing and Business Development

*1. Sub-topic:* Annual Meeting and Celebration (11/17/22) (Paula M)

 *Discussion:*  Needs requested information by the end of this week (e.g., shirts)

 *Outcome, Actions, Timeframe:* 11/17/22

*2. Sub-topic:* Central/Northwest activities & plans (Paula M)

 *Discussion:*  Many November activities

 *Outcome, Actions, Timeframe:* Ongoing

*3. Sub-topic:* East activities & plans (Marianna)

 *Discussion:*  Uplift Putnam (10/6/22); East Palatka faith-based program (10/22/22); doing a National Runaway (November); participating in a local strategic planning group

 *Outcome, Actions, Timeframe:* Ongoing

D. Regulatory Issues

*1. Sub-topic:* Signed contracts (Phil K)

 *Discussion:*  BAYS Florida Collaborative Agreement

 *Outcome, Actions, Timeframe:*

*2.* *Subtopic:* Grant applications (Phil K)

 Discussion: BCG Carry-Over (re: IYP-E); Gainesville ARPA; Clay Electric Foundation (re: IYP-E); Rotary Palatka (re: IYP-E); Rotary Gainesville Sunrise (re: IYP-C); Rotary Gainesville Foundation (re: new IYP-C shelter project)

 *Outcome, Actions, Timeframe:* Ongoing

*3.* *Subtopic:* Board update (Phil K)

 Discussion: 9/15/22 Meeting - Four new Board Members, one resignation; FY 22/23 budget approved; new Mission Statement/logo approved

 *Outcome, Actions, Timeframe:* Pending 10/13/22

*4.* *Subtopic:* Prevention Programs – DCF licensure (Gwen L)

 Discussion: Approved by DCF (two years)

 *Outcome, Actions, Timeframe:* Accomplished

E. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* HR update (Angie L)

 *Discussion:*  Krizner Group training October 18, 1:00p (remote), followed by audit

 *Outcome, Actions, Timeframe:* Ongoing

*2. Sub-topic:* Training (Cindy S-H)

 *Discussion:*  IYP-C did training when it was being reconstructed; upcoming nurse training; CINS/FINS training – QI audit from 10/1/22 – six months, files are to remain updated; DCF audits re: licensure in February

 *Outcome, Actions, Timeframe:* Ongoing

*3. Sub-topic:* Employee Handbook update input (Phil K)

 *Discussion:* Send to Angie L, Cindy S-H, Phil K

 *Outcome, Actions, Timeframe:* Before 10/10/22

4. *Sub-topic:* Ongoing hiring freeze for all positions

 *Discussion*: Cindy S-H to approve-in-writing for programs, Phil K to approve-in-writing for administration; all before advertising; six new hires in September (five Youth Care Workers)

 *Outcome, Actions, Timeframe:* Ongoing

F. Annual Budget Planning and Process

*1. Sub-topic:* FY 22/23 Budget (PNK)

 *Discussion:*  Approved at 10/13/22 Board Meeting

 *Outcome, Actions, Timeframe:* Accomplished

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:* (Cindy S-H)

 *Discussion:*  Ensure Health Department inspections are timely done (pre-DCF); current Bivens fire inspection 11/2/22 (exit lights, fire extinguishers)

 *Outcome, Actions, Timeframe:* Ongoing

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

*1. Sub-topic:* Post-Hurricane Ian (Cindy S-H)

 *Discussion:* All facilities in good shape; Tiffany Malphrus attended to Bivens; PX’s returning; CCC reports were done

 *Outcome, Actions, Timeframe:* Accomplished

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

*1. Sub-topic:* Reporting (Cindy S-H)

 *Discussion:*  Plumbing issues at all shelters; ‘shout out’ to Alex C for saving vendor funds

 *Outcome, Actions, Timeframe:* Ongoing

*2. Sub-topic:* IYP-C flood and remediation (Cindy S-H, Zeke W)

 *Discussion:* Male area completed, youth returning, CCC notified; completion ETA early next week for female area

 *Outcome, Actions, Timeframe:* This month

# III. Quality Improvement

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

*1. Sub-topic:* N/A

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* N/A

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* N/A

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* N/A

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* Trends (Cindy S-H)

 *Discussion:*  No significant trends

 *Outcome, Actions, Timeframe:* Ongoing

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

*1. Sub-topic:* Rebranding Committee (Paula M)

 *Discussion:*  Updating the logo for final approval

 *Outcome, Actions, Timeframe:* Ongoing

*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:*

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:* Facility checks/maintenance (Phil K)

 *Discussion:*  Conductive proactive interior/exterior checks (including deferred maintenance) using checklist

 *Outcome, Actions, Timeframe:* Ongoing

*2. Sub-topic:* Other assets checks/maintenance (Phil K)

 *Discussion:*  Conduct proactive checks (including deferred maintenance) of vehicles, appliances, interior/exterior items (e.g., plumbing, electrical, roof leaks, A/C, carpets).

 *Outcome, Actions, Timeframe:* Ongoing

B. Employee Concerns or Complaints

*1. Sub-topic:* Concerns/complaints (Phil K)

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:* N/A

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* Data reporting (Liz T)

 *Discussion:*  NetMIS 3 will be rolled-out soon, training to follow; BCG reporting due the end of this month (e.g., life skills training)

 *Outcome, Actions, Timeframe:* Ongoing

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* (Cindy S-H)

 *Discussion:*  Nurse training; youth care worker trainings; IYP-C trying to hire an RN

 *Outcome, Actions, Timeframe:* Ongoing

B. Counseling and Programming Issues

*1. Sub-topic:* Staffing (Cindy S-H)

 *Discussion:*  Filling vacancies; suicide policies/procedures/forms reverted to prior system

 *Outcome, Actions, Timeframe:* Ongoing

**VII. Other Business:**

*1. Sub-topic:* Monthly Operations Reports by 10/5/22 (Phil K)

 *Discussion:* Reminder; include Team Meeting minutes

 *Outcome, Actions, Timeframe:* 10/5/22

*2. Sub-topic:* Youth of the Month Award reminder (Phil K)

 *Discussion:*  Be sure to submit candidates

 *Outcome, Actions, Timeframe:* Monthly

*3. Sub-topic:* FAP-C (Jessica B)

 *Discussion:* Hired an Administrative Assistant; a Counselor/Case Manager in background screening; currently two Counselors are covering for all; organizing groups (t/rough Teen Court, DJJ, schools are challenging); Motivational Interviewing training is changing (no longer required as in-person training, three consecutive online trainings); referrals are increasing

 *Outcome, Actions, Timeframe:* Ongoing

*4. Subtopic:* FAP-NW (Stephanie D)

 *Discussion:* Previously discussed school groups

 *Outcome, Actions, Timeframe:* Ongoing

*5. Subtopic:* Alex C– FAP-E/IYP-E (Alex C)

 *Discussion:* FAP-E – overproducing (nine cases), Truancy Court tomorrow; IYP-E – almost full number of females; no damage from Hurricane Ian

 *Outcome, Actions, Timeframe:* Ongoing

*6. Subtopic:* SNAP/SNAP-in-Schools/Communities (Evelitza S)

 *Discussion: SIS - w*orking with Rawlings ES, Talbot ES, Willie Mae Stokes; clinical – intakes challenging

 *Outcome, Actions, Timeframe:* Ongoing

*6. Subtopic:* IYP-NW (Sabriena W, Carlos L)

 *Discussion:* Did well during Hurricane Ian; one new hire; maintaining intakes; training ongoing; ‘shout out’ to Sabriena for staying at the shelter during Hurricane Ian

 *Outcome, Actions, Timeframe:* Ongoing

*7. Subtopic:* IYP-C (Zeke W, Brian S)

 *Discussion:* One youth in-house, three returning; new hires in training; looking to hire an RN, Youth Care Workers; watching some large tree branches

 *Outcome, Actions, Timeframe:* Ongoing

*8. Subtopic:* Independent Living (Stephanie S)

 *Discussion:* One Counselor needed; new Counselor starting

 *Outcome, Actions, Timeframe:* Ongoing

*9. Subtopic:* Prevention Programs (Gwen L)

 *Discussion:* Described above

 *Outcome, Actions, Timeframe:* Ongoing

*Philip N Kabler*

Respectfully submitted by:

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| Philip N. Kabler |  |  October 2, 2022 |

 Name Date