Meeting Agenda

CDS Family & Behavioral Health Services, Inc.

Meeting: Prevention Services

Date: July 20, 2023

Time: 9:00 AM

Location: CDS Bivens

Date of Next Meeting: TBA

Attendance: Lisa Campbell, Morkisha Cuyler, Latish Gieger, Nancy Leech-Gartrell,

Jonathan Lewis, Kevin Nelson, Ben Swilley, Vernard West, Lorin Wood

Absent:

Guest: Cindy Starling

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

 *Discussion:*  Still waiting on budget from LSF for 2023-24 budget year, but believe most everything will remain the same.

 *Outcome, Actions, Timeframe:* Await for LSF budget to be presented to CDS.

*2. Sub-topic:* **Purchasing**

 *Discussion:*  Latisha will coordinate shopping with all staff. Amounts are based on number of students served. BES, $500; CES, $500; WES, $500; WMHS, $300; YTS, $250; CKS, $250; Howard Bishop, $300; Lincoln, $300.

 *Outcome, Actions, Timeframe:* Latisha will coordinate a date and time with all staff via email.

*3. Sub-topic:* **Staff Raises**

 *Discussion:*  CDS is continuing to work to offer staff raises. Awaiting LSF budget before any final decisions made.

 *Outcome, Actions, Timeframe:* Hope to present staff with raises in August or September.

*4. Sub-topic:* **Curriculum Purchase**

 *Discussion:*  Please email your required curriculum to prevention@cdsfl.org to ensure Lisa, Latisha and Jonathan can purchase curriculum in time for the first week of school.

 *Outcome, Actions, Timeframe:* Get curriculum numbers ASAP.

B. Marketing and Business Development

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

 *Discussion:*  Please continue to track any and all activities during July and beginning of August.

 *Outcome, Actions, Timeframe:* None

*2.* *Sub-Topic****:* Tracking Forms - Wording**

 *Discussion:*Presented document to all staff with examples of how to track all activities, to ensure consistent tracking across all programs.

*Outcome, Actions, Timeframe:* Document presented to staff. Will work to make and maintain a tracking document in SharePoint for all staff to view in the future. Document can be updated continuously.

*3.* *Sub-Topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:* None

*4.* *Sub-Topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:* None

D. Human Resource Issues (Staffing and Training)

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

 *Discussion:*  HR is working to provide Latisha a list of any pending items needed, etc.

 *Outcome, Actions, Timeframe:* Latisha will send out the list via email.

2. *Sub-Topic:* **Training**

 *Discussion:*  Latisha is working with HR to understand any pending training required and will reach out to all staff via email. ALL staff will need to complete any and all training prior to August 10th.

 *Outcome, Actions, Timeframe:*Training complete by August 10th.

E. Annual Budget Planning and Program Planning

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

# 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****:* CARF**

 *Discussion:*  The agency is in the process of preparing for our CARF re-accreditation. There is a possibility that it will be scheduled in February 2024.

 *Outcome, Actions, Timeframe:* Ongoing

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **Policy Updates**

 *Discussion:*  None

 *Outcome, Actions, Timeframe:* None

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

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

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

*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:*  No 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:* **SharePoint and Teams**

 *Discussion:* We would like ALL staff to use SharePoint and Teams for ALL tracking and Rosters in real time.

 *Outcome, Actions, Timeframe:* Liz give training?

*2. Sub-topic:* **Self Calculating Time Sheet**

 *Discussion:* We would like all staff to utilize the self-calculating time sheet. We would also like staff to eventually upload time sheets to teams, rather than email.

 *Outcome, Actions, Timeframe:* Will communicate this requirement in the future.

*3. Sub-topic:* **Prevention Services Shared Calendar**

 *Discussion:* A Prevention Services Department shared calendar will be setup and shared with ALL Prevention Staff. This calendar will be visible in the Outlook program on your CDS laptops.

 *Outcome, Actions, Timeframe:* Will communicate via email and future staff meetings when the shared calendar is live and ready to be used.

*4. Sub-topic:* **Shared Email**

 *Discussion:* We would like staff to utilize the prevention services shared email box for all communications, timesheets, PO’s, mileage, etc. This email will be viewable by Latisha and Jonathan and both Latisha and Jonathan can reply. Eventually, we would like some things to be submitted to SharePoint, but until full utilization of SharePoint, everything should be sent to this shared email address. The address is: prevention@cdsfl.org

 *Outcome, Actions, Timeframe:* prevention@cdsfl.org

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Co-Prevention Supervisors**

 *Discussion:*  The Prevention Services Department will be supervised and run by Co-Supervisors who are Latisha and Jonathan. Latisha and Jonathan will collectively answer questions, requests for time off, sign time sheets, documents, etc. Evaluations will be conducted by both Latisha and Jonathan. Both evaluations will be added together to compute an average score and comments will be combined for a single evaluation to be presented to staff member.

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Submission of Mileage**

 *Discussion:*  Mileage should be submitted monthly.

 *Outcome, Actions, Timeframe:* Submit mileage to prevention@cdsfl.org

*3. Sub-topic:* **Purchases**

 *Discussion:*  NO reimbursements will be honored unless you have prior approval from Latisha and Jonathan.

 *Outcome, Actions, Timeframe:* Request prior approval for any purchase you wish to be reimbursed for.

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| *Latisha Geiger and Jonathan Lewis* |  | *07/20/2023* |

 Name Date