Prevention Services Strategic Planning Retreat August 8, 2014

Attendance: Karly Bell, Corey Collins, Rhesa Collop, Latisha Geiger, Dale Harris, William Hickmon, Nancy Leech-Gartrell, Jonathan Lewis, Gwendolyn Love, Tiffanie Markham, Angela Sidorenko

Location: CDS Family & Behavioral Health Services, Inc. Bivens Office

Time: 2:00PM

Problem Statement: We want to improve Agency wide program utilization in order to maintain funding and certification.

Goal: To work with other CDS Programs as a team to help CDS in its overall Strategic Plan Goals.

Objective: Increase/maximize program utilization rates.

Action Steps:

1. Meet with school Administrators to share the Pre/Post Test outcomes form the “Too Good for Drugs”, “Too Good for Violence”, and “Project Success” Programs from the 2013-2014 school year. Discussing the value of each of the programs.
2. Promote Family Action Central Program services in Levy County by partnering with the Levy County Prevention Coalition staff and other community partners.
3. Prevention Services staff will work with school Guidance Counselors to encourage referrals to the Family Action Central Program of students who have been identified as needing additional counseling services while participating in our school based programs.
4. Staff will maintain program brochures, counseling staff business cards, and Family Action Central Referral Forms in their classrooms to ensure easy access for students and school staff.
5. The Levy County Prevention Coalition will invite the Levy County Family Action Counselors to attend a Coalition Meeting to inform the Coalition of their services.
6. Family Action Central and Prevention Services staff participation in meetings and activities of the Tri County Resource Center to promote our program services and strengthen community partnerships.
7. CDS Program Management Staff will schedule a meeting with Alachua County Public Schools Superintendent Dr. Owen Roberts to inform him of CDS Family & Behavioral Services Inc.’s programs and services.

Objective: To increase effective communication Agency wide.

Action Steps:

1. Introduce social media into our Agency wide communication efforts.
2. Participate in more community outreach events (meetings, school events, etc.)
3. Meet with school Administrators regularly to identify programmatic issues.
4. Communicate with staff weekly by emails, phone calls, texting and faxes.
5. Continue to upgrade technology agency wide.
6. Hold monthly staff meetings to inform staff of CDS policy and procedure updates, agency updates and operational information.
7. Prevention Services Staff will meet quarterly for dinner to strengthen our professional and personal bonds as a staff.
8. Communicate information regarding CDS Programs and Services whenever you introduce yourself at meetings and events.

Objective: To attract, hire and retain qualified staff.

Action Steps:

1. Increase entry level salaries.
2. Increase revenue by hosting more fundraising events. Then use funds raised to increase salaries or offer bonuses to existing staff.
3. Participate in CDS fundraising efforts.
4. Host activities that will increase staff morale and show appreciation for the work that is accomplished.
5. Allow School Principals the opportunity to interview potential candidates and have input before making a final decision on a new hire.

Objective: To increase program effectiveness.

Action Steps:

1. Train staff on evidence based curriculums.
2. Troubleshoot programmatic issues before they become problems.
3. Meet regularly with School Principals to ensure program success.
4. Share your program outcomes with School Administrators and Community Stakeholders.
5. Participate on community coalitions to ensure that your services are included in the development of the Coalition’s Comprehensive Community Action Plan.
6. Assist other CDS Programs with the promotion of their programs and services.

Challenges

* Lack of raises for existing staff.
* Keeping up with the data requirements for large numbers of students.
* Computer/technology glitches.