**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

**Meeting:** CINS/FINS

**Date:** February 15, 2023

**Time:** 10:30 am

**Location:** Bivens

**Date of Next Meeting:** March 15, 2023

**Attendance:** Alex, Brian, Cindy, Jessica, Sabriena, Zeke.

**Absent:** Carlos, Evelitza

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **YCW Earnings Report/Overtime**

*Discussion:*  Review of YCW payroll report.

*Outcome, Actions, Timeframe:* **Please continue to monitor overtime and reduce where possible. Directors advised that overtime is due to open positions and hiring difficulty.**

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1.*  *Sub-topic:* **Re-Branding Open House/Chamber of Commerce**

*Discussion:* Expectations of Directors to attend on 2/28/23.

*Outcome, Actions, Timeframe:* **Please arrive at noon to assist with set-up and to greet visitors.**

C. Regulatory Issues

*1. Sub-topic:* **DCF Re licensing-2/27 and 2/28**

*Discussion:* Barbretta Cook is our new DCF licensure specialist

*Outcome, Actions, Timeframe:* **Please review areas of concern especially training** **requirements.**

*2.**Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*3. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Please review staff training logs carefully**

*Discussion:* Try to get completed trainings approved by Barbretta that are the same or very similar topics as DCF requirements.

*Outcome, Actions, Timeframe:* **Advocate during on-site visit for assistance with training topics.**

*2.**Sub-topic:* **Staffing-how many more YCW positions need to be filled?**

*Discussion:*East need one more part-time YCW, Central needs four part-time and one full-time YCW, NW needs three PRN staff**.**

*Outcome, Actions, Timeframe:* **Continue efforts to schedule interviews and hire qualified YCW’s.**

E. Annual Budget Planning and Process

*1. Sub-topic:* **Directors’ budget**

*Discussion:* Please review your current budget/expenditures for any category changes needed.

*Outcome, Actions, Timeframe:* **Contact James to discuss any issues of concern. New Comptroller expected to begin soon.**

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:* **Central shelter Health and Fire Inspections**

*Discussion:* Zeke reported that all requirements/corrections have been completed.

*Outcome, Actions, Timeframe:* **All issue are complete and ready for DCF licensure.**

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:* **Analysis of trends**

*Discussion:* Numerous UER wherein it appears staff are engaging in conversations that would potentially cause inappropriate actions/reactions. Please complete training on appropriate interactions with youth in effort to reduce conflict between staff and youth. Remind staff not to engage in power struggle with participants.

*Outcome, Actions, Timeframe:* **Complete training on Staff/Px. Appropriate Interactions/ Managing Aggressive Behaviors to ensure staff are utilizing de-escalation techniques.**

# III. Quality Improvement

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

*1. Sub-topic:* **File Formats have been standardized in each region.**

*Discussion*: Great job from the Directors and Sam Clark in an effort to make all regions’ files uniform.

*Outcome, Actions, Timeframe:* **Please make sure staff are using the new format and not creating new forms.**

*2.**Sub-topic:* **File Review**

*Discussion:* It appears that DCF will provide a list of files to be reviewed prior to on-site visit.

*Outcome, Actions, Timeframe:* **COO will forward the list as soon as it is received.**

. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1.**Sub-topic:* **New/updated policies/forms**

*Discussion:* Handout provided of new/updated list of forms and P&P.

*Outcome, Actions, Timeframe:* **Review at next monthly staff meetings.**

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

*1. Sub-topic:* **Px grievance box**

*Discussion:* Review procedures relative to px. grievances.

*Outcome, Actions, Timeframe:* **Check grievance box daily and document in logbook.**

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

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*2. Sub-topic :*

*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:* **Self inspections/routine maintenance**

*Discussion:* We have had a lot of repairs in various areas of shelters.

*Outcome, Actions, Timeframe:* **Please ensure weekly inspections are completed and maintain routine maintenance of equipment.**

*2.**Sub-topic:* **CINS Performance Packet/FL Network Reports**

*Discussion:* **Date Manager- Liz distributed and discussed summary report (handout) with current data through 2/6/23. 62% of Community Counseling contract has been earned and 59% of Residential contract earned. Review of CDS summary report as well as Network scorecard.**

*Outcome, Actions, Timeframe:* **Please continue to schedule intakes in a timely manner and keep our numbers up.**

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:* **QI Reviews Expected Soon**

*Discussion:* Did directors share the new QI standards with pertinent staff?

*Outcome, Actions, Timeframe:* **Please inquire with key team members to ensure they are acquainted with the new QI standards especially in their specific areas of concern.**

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **CDS Intranet Reminder**

*Discussion:* New forms and policies are being added daily.

*Outcome, Actions, Timeframe:* **Please remind all staff to use the CDS intranet to locate needed forms.**

*2.*

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **RN Med Error Training**

*Discussion:* The training has been cancelled two or more times now by the Florida Network.

*Outcome, Actions, Timeframe:* **Please be on the lookout for this much needed training and ensure the appropriate staff are available to attend the training when announced**.

B. Counseling and Programming Issues

*1. Sub-topic:* **Record Requests**

*Discussion:* Staff advised they have been maintaining their own log of records request.

*Outcome, Actions, Timeframe:* **Please forward all requests for copy of records to COO to ensure HIPPA compliance as well as documentation of all requests and dates completed with specific notes when needed.**

**VII. Other Business:**

*1. Sub-topic:* **Circuit and County Juvenile Justice Council Meetings**

*Discussion:* Please have highlighted copies of agenda or minutes ready for QI box

*Outcome, Actions, Timeframe:* **Phil is attending CAB meeting for Circuit 3. Marianna, Cindy, and/or Alex attending Circuit 7 CAB and Putnam County meetings and Jessica for Alachua County. Sabriena is attending Zoom meetings in Circuit 8.**

Respectfully submitted by:

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| Cindy Starling |  | February 15, 2023 |

Name Date