**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: 5/28/24

Time: 10:30

Location: Bivens

Date of Next Meeting: 7/19/24

Attendance: Angela, Brian, Cindy, Leigh, Jessica, Naomi, Sabriena

Absent: Alex, Brandi, Evelitza, and Zeke.

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **DJJ Prevention Visit/Tour of IYP-East**

*Discussion:* Phil, Cindy, Alex, and Angela met with Christine Taft. During the visit, Ms. Taft was provided a tour, information on our CINS/FINS programming.

*Outcome, Actions, Timeframe:* **The meeting went very well and Ms. Taft indicated she would also be requesting a visit in Circuit 8 programs in the near future.**

C. Regulatory Issues

*1. Sub-topic:* **CARF**

*Discussion:* We have not yet received our final report/accreditation.

*Outcome, Actions, Timeframe:* **Cindy will let everyone know as soon as we receive our final report and we will have a meeting to review all recommendations**.

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **AnnualBenefits Meeting**

*Discussion:* The meeting will be on June 3rd at noon. Lunch will be provided.

*Outcome, Actions, Timeframe:* **Please remind full-time staff of the meeting for information relative to open enrollment.**

E. Annual Budget Planning and Process

*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:* **QI Results for the Fiscal Year 23-24**

*Discussion:* All satisfactory scores including training!!

*Outcome, Actions, Timeframe:* **Nice job everyone and Thank you!!!**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **Training**

*Discussion:* Naomi provided an update on DCF training specific to Human Trafficking.

*Outcome, Actions, Timeframe:* **Naomi will continue to update as we learn additional information on DCF requirements.**

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* **Updated documents Reminder**

*Discussion:*

*Outcome, Actions, Timeframe:* **Please ensure all staff are using most recent forms from intranet.**

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

*1. Sub-topic:* **Youth Grievances**

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Strategic Plan (handout)**

*Discussion:* Please complete the handout with your program team.

*Outcome, Actions, Timeframe:* **Due June 11th.**

*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:* **Performance and Risk Management Report**

*Discussion:* Discussed and reviewed the packet.

*Outcome, Actions, Timeframe:* **It is important to complete all possible intakes for the remainder of the FY.**

B. Employee Concerns or Complaints

*1. Sub-topic:* **None Reported**

*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:* **Performance and Risk Management Report**

*Discussion:* addressed above in section IV Risk Management

*Outcome, Actions, Timeframe:* **Liz will be providing a monthly report that will be reviewed each month.**

# 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:* **SNAP for DJJ Youth**

*Discussion:* Discussed new pilot program that we are scheduled to begin January 1, 2025.

*Outcome, Actions, Timeframe:* **Cindy will update everyone as soon as Florida Network has additional information.**

*2.* *Sub-topic:* **Summer Enrichment Programs**

*Discussion:* Each shelter shared information specific to their summer plans, themes and outings. Discussed possibility of a Field Day this summer for all three shelters.

*Outcome, Actions, Timeframe:***NW has already started their summer program with a 50’s, 60’s, 70’s, 80’s Music theme. East will be having a “Let’s Talk about Emotions” theme. Central did not choose a particular theme this summer but they have a busy schedule of events and outings planned. Cindy suggested the shelters share their schedule of events so that we could have a catalog of themes for future use.**

**VII. Other Business:**

*1. Sub-topic:* **Exercise on Self-Care**

*Discussion:* Cindy asked the team to complete a self-care exercise. Each team member shared tips and ideas for how they practice self-care.

*Outcome, Actions, Timeframe:* **Please remember to take time to take care of your physical, emotional, social, and spiritual health.**

Respectfully submitted by:

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| Cynthia L. Starling |  | May 30, 2024 |

Name Date