**`Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: October 23, 2023

Time: 10:30am

Location: Bivens and via Zoom

Date of Next Meeting: November 22, 2023, 10:30am Bivens and via Zoom

Attendance: Jessica Bechtold, Alex Culbreth, Stephanie Douglas, Leigh Kassem, Brian Smith Jr., Naomi Thompson, Evelitza Soto, Cindy Starling-Hersey, Sabriena Williams

Absent: Zeke W.

**I. Business Operations:**

A. Programmatic

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

*Discussion:* Handout- Florida Network Report Card FY 23-24 July through September. We are about where we were at last year. Discussed Columbia County; challenges with providing services particularly with regards to school restrictions.

*Outcome, Actions, Timeframe:* **Please strive to increase our bed utilization, SNAP deliverables and Community Counseling intakes.**

*2. Sub-topic:* **Annual Meeting**

*Discussion:* Please confirm number of attendees

*Outcome, Actions, Timeframe:* **All team members are expected to arrive at 11:00 for networking.**

*3. Sub-topic:* **Circuit 3 SNAP** **and IYP-Central Outreach**

*Discussion:* Jessica discussed previous wrap around services and the ways in which to include it in the continuum of care. IYPC- Scheduled 7 intakes, all no shows. Consistent with other programs. Shelters need to maintain above 23 in order to catch up and maintain productivity. All programs discussed newer outreach options including SRO meetings.

*Outcome, Actions, Timeframe:* Staff will consider intra agency referrals when appropriate during screenings, and at discharge.

B. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Fiscal Department- Olga, Lisa, and Valarie**

*Discussion:* Discussed list of concerns regarding response time, not receiving director’s budget in a while, gave examples of challenges. Go by last year’s budget in the meantime until Fiscal is able to transition from Sage to Quick books. Team requested balance for Credit cards, paying in house bills, and requested resolution for unpaid items.

*Outcome, Actions, Timeframe:* **Team needs a written review of any new procedures from Olga.**

*2. Sub-topic:* **Director Budgets**

*Discussion:* Please use your 22-23 budget as a guide.

*Outcome, Actions, Timeframe:* **Olga to distribute 23-24 ASAP.**

*3. Sub-topic:* **Charitable Contribution Receipts** (Cindy S-H)

*Discussion:* Updated form attached and on the Intranet. Mandatory for cash and in-kind donations with a value of $250 or more; provide for lower amounts if requested. Accompany with ‘Thank You’ letter.

*Outcome, Actions, Timeframe:* **Please ensure compliance with policy for charitable contributions.**

C. Marketing and Business Development

*1. Sub-topic:* **New Position.**

*Discussion:*  Possible new position within agency being considered.

*Outcome, Actions, Timeframe:* Phil will advise if decision is to move forward.

*2. Sub-topic:* **Outreach & Safe Place Specialists**

*Discussion:*  Discussions on-going for splitting position roles and possibly moving Outreach/Safe Place Specialist to Gainesville IYPC supervised by Zeke.

*Outcome, Actions, Timeframe:* **Angie is currently advertising for BCG positions.**

D. Regulatory Issues

*1. Sub-topic:*

*Discussion:*  No discussion.

*Outcome, Actions, Timeframe:* **N/A.**

*2.* *Subtopic:*

*Discussion:*.

*Outcome, Actions, Timeframe:*

*3.* *Subtopic:*

Discussion:

*Outcome, Actions, Timeframe:*

E. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **HR update/Issues**

*Discussion:* Please remember to submit your HR Law training log.

*Outcome, Actions, Timeframe:* **Send to Angie by 10/27**

*2. Sub-topic:* **Training**/ Train the Trainer HT completed by Naomi.

*Discussion:* Reminder to keep up-to-date on all trainings; Sabriena will be offering a Managing Aggressive Behavior training on 10/27/23. Naomi discussed DCF quarterly reviews and newer training expectations for human trafficking 101 and live course. MI for adolescent’s requirements beyond what we’ve completed in the past. Shelter has to do an EVB curriculum for human trafficking. Discussed “Born to Fly” free curriculum and ways in which to apply for the curriculum.

*Outcome, Actions, Timeframe:* **Please let Sabriena know if you need to schedule new staff for MAB.**

*3. Sub-topic:* **DCF audit** (Cindy S-H)

*Discussion:* Angie reports that the new licensure specialist was very adamant regarding our pending lists. Please ensure all items are up-to-date and everything complete and turned into Angie by February 2024. Angie provided current list.

*Outcome, Actions, Timeframe:* **Please pay close attention to your pending list and submit items in a timely manner.**

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:* **Bivens Fire Inspection scheduled tomorrow 10/24/23**

*Discussion:*

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Safety drills** (Jessica for Bivens)

*Discussion:* Regularly conducted at Bivens. Please ensure drills current in shelters as well.

*Outcome, Actions, Timeframe:* **Ongoing.**

# III. Quality Improvement

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

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

*Discussion:* Discussed reminders for shelter, community counseling program and SNAP.

*Outcome, Actions, Timeframe:* **Begin reviewing critical areas and ensure all files are kept current.**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Shelter Tuesday Conference Calls**

*Discussion:* Please resume every Tuesday at 10:00 am?

*Outcome, Actions, Timeframe:* **Sabriena will discuss with Zeke and Alex.**

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **CARF and** **QI planning**

*Discussion:* CARF application is due by 10/30/23 for our February or March survey.

*Outcome, Actions, Timeframe:* **Ongoing.**

D. Policy and Procedure/Forms Updates and/or Review (Cindy S-H)

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

*Discussion:* Handout for updated policies

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

# IV. Risk Management.

A. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:* **Medication Management**

*Discussion:* Reminder that the Florida Network is on a Corrective Action Plan with DJJ

*Outcome, Actions, Timeframe:* **Be prepared to complete a thorough review if any medication errors and possibly CCC reports with a Zoom Review with the Florida Network. Policy is currently still being revised.**

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **Scans**

*Discussion:* Please do NOT sent a scan without a subject line: UER, CCC, Abuse Report

*Outcome, Actions, Timeframe:* **Include subject line for search purposes effective immediately and send all reports to Cindy.**

**VI. Other Business:**

*1. Sub-topic:* **DJJ Restoring Hope Summit** October 30th through November 1, 2023.

*Discussion:*  Cindy and Phil will be attending. Cindy was invited to CAB training.

*Outcome, Actions, Timeframe:* **Please contact me by text message or leave message on phone.**

*2. Sub-topic:* **CDS Annual Retreat**

*Discussion:*

*Outcome, Actions, Timeframe:* **See y ’all at Belle Oaks Barn this Wednesday 9:00 am**

Respectfully submitted by:

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| --- | --- | --- |
| Cindy Starling-Hersey |  | October 23, 2023 |

Name Date