**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 02/20/2023

Time: 3pm

Location: Bivens

Date of Next Meeting: 3/23/23 at 1400

Attendance: Rebecca Hunt Olivia Hollier, Jessica Bechtold, Arielle Tibon, Erin Andres

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Supply Needs**

*Discussion:*  Discussed supply needs for program

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

B. Marketing and Business Development

*1. Sub-topic:*  **Outreach and Productivity**

*Discussion:* Jessica, Arielle and Erin attended outreach meeting the School Personnel in Levy County on February 22, 2023 at 10 am. There were people in attendance. Counselor also picked their outreach days (March 10th; Erin) and March 24th (Arielle).

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

*2. Sub-topic:* **JJC**

*Discussion:*  Erin to attend on first Friday of the month.

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

C. Regulatory Issues

*1. Sub-topic:* **New form updates**

*Discussion:* Discussed new updated forms and the need to download them from the intranet. Newer forms should also have the new company logo on them.

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

*2. Sub-topic:* **NetMis 3**

*Discussion:*  Discussed new requirements and discussed questions and concerns. Please continue to attend QI office hours. Next meeting on March 1st at 1pm.

*Outcome, Actions, Timeframe:* **Completed**

*3.**Sub-topic:* **Individual plans**

*Discussion:*  Continue to use current CDS individual plans for goals and objectives. Please continue to enter plans into NetMis; however refrain from printing the plan from netmis.

*Outcome, Actions, Timeframe:* **Completed**

*4. Sub-topic:* **Surveys**

*Discussion:* Satisfaction surveys will no longer be considered anonymous and a copy is to go in the chart as well. Please hand in to Jessica as she will submit them to data for review.

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

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Open positions**

*Discussion:* We are currently advertising for one counseling position and one administrative position.

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

*3. Sub-topic:* **Schedules/data updates**

*Discussion:* Please remember to hand in schedules at the end of each week and submit any data entry needs (and updates.

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

E. Annual Budget Planning and Process

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

*Discussion:*  James distributed current budget

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

*1. Sub-topic:* **Drill for February**

*Discussion:* Drill will be completed by the 28th.

*Outcome, Actions, Timeframe:* **Pending**

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:* **Peer Reviews**

*Discussion:* Peer reviews are scheduled for **March 6th at 12pm.**

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

2 *. Sub-topic:* **Training Files**

*Discussion:*  Reminder: Please remember audit your training files to ensure annual requirements are met. Please see additional training offers sent in Fl Network email. (They have been added to the updated training list).

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

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **See Risk Management**

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. **Policy and Procedure Updates and/or Review for Your Information from CINS/FINS Meeting:**

I. **I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

*Discussion:* Review YCW Payroll

*Outcome, Actions, Timeframe:* Please continue to monitor Closely and reduce where possible.

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. Arrive at noon.

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

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

*Discussion:*  Barbara Cook is our new DCF reviewer.

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

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

*Discussion:* Try to get our trainings approved by Barbretta.

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:* **Review of Directors’ Budgets**

*Discussion:* Please ensure that you are keeping track of your expenditures.

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:* **Health Inspection -Central**

*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:* **UER-** **Shelters**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:* **File Formats are all Standard**

*Discussion:*  File Format need to be uniform in each region and eliminate repetition.

*Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* **Please review new/ updated policies with Staff.**

*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/Volunteer and Youth Participation Plan**

*Discussion:*  Please review and update as needed.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:*

*Discussion:*  O*utcome, Actions, Timeframe:*

*4. Sub-topic:*

*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:* **QI Review**

*Discussion:*  Did you share QI Standards with pertinent staff?

*Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

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

*Discussion:*

*Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues

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

*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 HIPAA compliance as well as documentation of all requests and dates completed with specific notes when needed.

B. Counseling and Programming Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business: Circuit and County meetings**

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

IV. Risk Management

**Risk Management**

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:* **Risk Management Report**

*Discussion:* See above discussion

*Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

*1. Sub-topic:* **Productivity**

*Discussion:* See above

*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 FYI

*1. Sub-topic:*

*Discussion:*  **No Discussion**

*Outcome, Actions, Timeframe:*

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Truancy Court and Case Staffing**

*Discussion:*  Truancy Court was cancelled for the month February. Case Staffing will be held on 2/23/23 at 10am.

*Outcome, Actions, Timeframe:*  **Pending**

Respectfully submitted by:

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| --- | --- | --- |
| Jessica Bechtold |  | 02/20/2023 |