**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 03/23/2023

Time: 2pm

Location: Bivens

Date of Next Meeting: 4/20/23 at 1400

Attendance: Rebecca Hunt Olivia Hollier, Jessica Bechtold, Melissa Rider, 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. Discussed purchasing snacks for participants. When supplies/copies get low, please either notify me of replenish them as necessary.

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

B. Marketing and Business Development

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

 *Discussion:* Arielle and Erin completed outreach efforts for March 2023.

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

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

 *Discussion:*  Jess and Erin attended March JJC meeting on March 3rd, 2023.

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

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 29th at 1pm. Jess requested team attend as well as we will be Mid QI review.

 *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 and remember to fill in 30, 60, 90 day review lines on first page of plan.

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

*4. Sub-topic:* **DCF Interpreter forms**

 *Discussion:* Propio translation services are not able to sign these forms however the parent is still able to give Propio as a translation agency, permission to perform the translation. Jess advised the team to still get the DCF release signed and get interpreter name or operator number.

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

D. Human Resource Issues (Staffing and Training)

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

 *Discussion:* We are currently advertising one administrative position.

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

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

 *Discussion:* Please remember to hand in schedules at the end of each week and submit any data entry needs . Since scheduling had become a bit difficult, Please refrain from moving or scheduling over any previously scheduled meeting or event. Pay attention to all calendar invites as well for additional reminders. In addition, please keep Sam and myself up to date if you are unable to make supervision.

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

*3.**Sub-topic:* **Protected Classes/Sexual Harassment**

 *Discussion:*  Discussed protected classes, sexual harassment, expected interactions/ gave examples.

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

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

*1. Sub-topic:* **Drill for March 2023 / Sign in Sheet**

 *Discussion:* Drill will be completed by end of month. In addition, Jess reminded team to have all visitors sign in prior to entering the building.

 *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 completed March 6th at 12pm. Reminded team to write “peer review” on green log as well.

 *Outcome, Actions, Timeframe:* **Complete**

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

 *Discussion:*  Jess gave team updated training check list. 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**

*3. Sub-topic:* **Screenings and NetMis Entry**

 *Discussion:* As an incidental finding, if screenings are over 60 days, we must do a new screening prior to opening the case otherwise, NetMis will not allow counselors to use the prior screening. The team discussed additional requirements in NetMis such as identifying each Case Staffing, 30,60,90 reviews being entered into NetMis 3, as well as refraining from adding any place holder into the DJJID section.

*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:*  **Discussed QI**

 *Discussion:*  Jess and the team discussed reminders for QI and chart requirements for upcoming audit. Jessica also addressed the preference for in person reviews and signatures per family availability and reminded the team to print signature receipts for electronic/remote reviews.

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

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

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Director’s Budget/Deficit Reduction**

 *Discussion:*  Ideas for further reductions food, overtime, supplies, travel, etc. Discussed deficit reduction: Watch budget

James and Tammy will have different ideas on ways to present the budget where the directors will have a bit more control over it.

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:* **QI Review**

 *Discussion:*  QI review scheduled for March 29th and 30th.

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **DCF training requirements**

 *Discussion:*  At relicensure; DCF wanted all employees trainings on anniversary date and discussed wanting certificates for Skill Pro trainings. . No other issues identified.

 *Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:* **FY 23-24 Budget planning/recommendations**

 *Discussion:*  Send updates and suggestions via email

 *Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:* **Fire and Health Inspection**

 *Discussion:* Water heater needs to be adjusted at Central

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Vehicle Maintenance**

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Incident Reports (Reports, analysis of trends, recommendations)

*1. Sub-topic:*

 *Discussion:* Check grievance box daily and log book every day. Discussed feelings log/gripe box. DCF requested Palatka place a box in boys room.

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:* **Peer Reviews**

 *Discussion:*  Due for quarter 3

 *Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Productivity status/Performance Measures**

 *Discussion:* Review of Netmis Report Card

 *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:* **Policy and Forms Updates**

 *Discussion:* Provided copies to all (see intranet)

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Trends/ Vaping/Improved Wand Devices**

 *Discussion:* Check grievance box daily and log book everyday. Discussed feelings log/gripe box. DCF requested Palatka place a box in boys room.

 *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

 *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:*

 *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 Reviews**

 *Discussion:*  Scheduled for March 29th and 30th. Program summaries due Monday. Discussed important topics and reminders for audit

 *Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **Be vigilant and be sure to report suspicious emails***.*

 *Discussion:*  Use phishing button on all suspicious emails.

 *Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **Medication error training**

 *Discussion:* Discussed oversight and back up options for med error training (Brian).

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **SNAP**

 *Discussion:*  SNAP Fl Network Training 13th and 14th virtual and 18-20th in the big conference room.

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Summer Enrichment Program Ideas**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Community Resources for Groups**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Staff Incentives**

 *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*

*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 of March. Case Staffing will be held on 03/29/2023 at 10am.

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

Respectfully submitted by:

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| --- | --- | --- |
| Jessica Bechtold  |  | 03/24/2023  |