**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 04/29/2024

Time: 12pm

Location: Bivens

Date of Next Meeting: 05/20/2024

Attendance: Wendy Mandell, Elizabeth Paz, Gabby Yepes, Olivia Hollier, Jessica Bechtold,

Absent: Melissa Rider, Erin Andres (Both excused absences)

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Fiscal**

*Discussion:*  Jessica continues to order building supplies for Bivens and ordered supplies for CARF (you are here stickers, paint for doors, copy paper an frames for building maps)

*Outcome, Actions, Timeframe:* **Awaiting Petty Cash check**

*2.**Sub-topic:* **Overtime Reminder**

*Discussion:* Please monitor hours and notify supervisor prior to going into overtime so that we may collaboratively adjust your schedule.

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

B. Marketing and Business Development

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

*Discussion:* Jess and the team discussed specific outreach events attended/completed. The team provided outreach for RAD Kids event, the Santa Fair Arts Festival communicated with Central Florida Cares, Partnership for Child Health/ Diversion, Queen of Peach Summer outreach initiative, Caring and Sharing. School Psychologist A. Pope, GPD, BAYS Fl, Recovery unplugged and will be meeting with the Boys and Girls Club, Levy County Prevention and BHS.

*Outcome, Actions, Timeframe:* **Continue to seek additional outreach opportunities**

C. Regulatory Issues

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

*Discussion:* CARF will be held on May 8-10th. Jess, Gabby, Olivia, and Wendy will participated in a mock CARF interview on 4/30/24 and will continue to review CARF items that may be addressed by the audit. Please provide 2 participant files and at least 1 participant for the auditor to interview.

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

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

*Discussion:*  Discussed the training file log and how and when to transition to a fiscal year from a calendar/ date of orientation year. Jess reminded the team to print out and continue training on Skillpro as it is now up again.

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

*3. Sub-topic:* **Truancy Court/ Orders**

*Discussion:*  Discussed Truancy Court and reminded team to upload court orders into

NetMis after every hearing.

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

4. **Peer reviews and supervision**

*Discussion:*  Scheduled supervision with the team and scheduled the next FAC Staff meeting and Peer Reviews for 5/20/2024.

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

D. Human Resource Issues (Staffing and Training)

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

*Discussion:* Please remember to offer case management services to those who may have needs beyond our services, focus on meeting families where they are at with particular focus on intakes and family preferences in order to mitigate withdraws and no shows. In addition, if the team does experience no shows, please follow up with the family and give the referral to Elizabeth so that she can provide additional follow up.

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

*2. Sub-topic:* **Team celebrations**

*Discussion:* The FAC team celebrated Elizabeth Paz on Admin day in gratitude for all of Elizabeth’s contributions to the team and the program/

*Outcome, Actions, Timeframe:* **Thank you Elizabeth!!!**

*4. Sub-topic:* **Updated documentation**

*Discussion:*  Jess continues to collect car insurance renewal cards for FAC and updated due dates. Posted new job postings in lobby.

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

E. Annual Budget Planning and Process

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

*Discussion:*  See Above

*Outcome, Actions, Timeframe:*

**II. Health and Safety:** Program/Regional Coordinators

A. Internal Inspections

*1. Sub-topic:* **Drill for April 2024**

*Discussion:* Drill for April was completed on 4/19/2024. Jess completed maintenance log for April, 2024

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

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

*1. Sub-topic:* **Building inspection**

*Discussion:* See Health and safety and regulatory

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

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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

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

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*  **Fl Ntwk Policy and Procedure**

*Discussion:*  Jessica sent the team the newest Fl. Network policy and procedure handbook and provided feedback and recommendations to Megan for the upcoming Policy and procedure.

*Outcome, Actions, Timeframe:*

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

**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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

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

*Discussion:* Handout of schedule and reminder tips sheet. Questions/Concerns?

*Outcome, Actions, Timeframe:* **Please plan to attend entrance on 4/3/24.**

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

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:* **DCF Licensure**

*Discussion:* We have not yet received our renewed licenses*.*

*Outcome, Actions, Timeframe:* **Cindy sent email reminder. Will forward when received.**

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:* Due for 3rd quarter

*Outcome, Actions, Timeframe:* **Please submit to Data by 4/5/24**

B. Outcome Management (status, reports, recommendations)

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

*Discussion:* Review of Netmis Data Handout/Liz

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **CARF April 3, 4, and 5th**

*Discussion:* \*see 1C

*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:* **Please advise all staff to print forms from intranet only. Do not make up new forms.**

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

*1. Sub-topic:*

*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

*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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**V. Information Technology**

A. Technology Plan

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

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

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

**VI. Clinical/Program**

A. Medical and Medication Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

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

*Discussion:* Please complete your plans and present flyers to Cindy asap but no later than April 24th at our next EMT/CINS meeting.

*Outcome, Actions, Timeframe:* **Please be prepared to distribute to community partners and schools as soon as completed in April and May. No later than April 25, 2024.**

*2. Sub-topic:* **Nirvana Assessment Summary report/Liz**

*Discussion:* Handout of NIRVANA analysis and review of report

*Outcome, Actions, Timeframe:* **Compilation of assessment data will be an annual FY report that we will review and address issues of significant concern.**

3. Sub-topic:

Discussion:

Outcome, Actions, Timeframe:

**VII. Other Business:**

*1. Sub-topic:* **Central sad news and Zeke out of office (contact Brian)**

*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:* **Ongoing**

B. Employee Concerns or Complaints

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

*Discussion:* See above

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

C. Potential regulatory audits and/or investigation of operations

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

*Discussion:* See above

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

**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:*  No Discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*Sub-topic:*

*Discussion:*  See above

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

1. *Sub-topic:* **Truancy Court**

*Discussion:*  Truancy court was held on April 24th, 2024 and will tentatively meet again on 5/22/24.

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

1. *Sub-topic:* **Case Staffing**

*Discussion:*  The next Case Staffing is scheduled for June 13th at 10am.

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

Respectfully submitted by:

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| Jessica Bechtold |  | 4/29/24 |