**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date 6/26/25

Time: 12 pm

Location: Bivens

Date of Next Meeting: 07/24/25 at 12pm

 Attendance: Collin Weisner, Erin Andres, Melissa Rider, Jessica Bechtold, Elizabeth Paz, Olivia Hollier

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

 *Discussion:*  Pending

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

B. Marketing and Business Development

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

 *Discussion*: Discussed June outreach efforts and the need for focus on upcoming summer programs. Jennifer Tillery presented services at Fl Legal and discussed outreach opportunities with the team. (See Pgm Report).

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

C. Regulatory Issues

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

 *Discussion:*  Q4 Completed on 5/23/25

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

*2. Sub-topic:* **Supervision**

 *Discussion:*  Jess and the team scheduled supervision for the month of June.

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

*3. Sub-topic:* **New Contract**

 *Discussion:* Jess discussed new requirements and provided refreshers for information already reviewed. The team discussed changes in truancy cases and follow up requests, Signature requirements, documentation requirements for missed sessions, closing requirements, gaps in services and documentation risk factor specification. The team also reviewed Q and A answers provided during the network call.

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

*4. Sub-topic:* **30,60,90**

 *Discussion:* Please remember to review plans 30 days from last review or a bit earlier if you meet or speak with the family earlier.

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

 D. Human Resource Issues (Staffing and Training)

*1.**Sub-topic:*  **Record request training**

 *Discussion:*  Jess will provide up t date records request training on 7/1/25 at 10.

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

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

 *Discussion:*  Renews July first at start if new fiscal year. requirements.

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

*3. Sub-topic:* **Form Updates. Training list**

 *Discussion:* Jess. Alex and Naomi created a training list for bachelor’s level counselors and send updated document to sites for the expedition of training

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

*4. Sub-topic:* **984 Training**

 *Discussion:*  Ed Wilton will be holding CINS FINS 984 training on 7/10/2025

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

E. Annual Budget Planning and Process

*1. Sub-topic:* See above

 *Discussion:* See in budget

 *Outcome, Actions, Timeframe: Ongoing*

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

A. Internal Inspections

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

 *Discussion:*  Drill to be completed the week of June 27th, 2025. Maintenance log completed 6/27/25

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

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

 *1. Sub-topic:*  **Blinds**

 *Discussion:*  Blinds replacements were completed the week of 6/25

 *Outcome, Actions, Timeframe:* **Pending additional replacements**

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:* **Plan signatures and documentation**

 *Discussion:*  Ensure all 30, 60,90-day reviews are done 30 days from last, all attempts are documented on line and in notes. Gaps in sessions are also expected to be documented.

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

*II. Sub-topic* **Screenings**

*Discussion:*   Truancy shall be marked only when participant is considered truant and follow up at 30 60 day (with attempts to obtain transcripts) follow up is required

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

*III. Sub-topic:* **DJJ Contract Draft**

 *Discussion:*  Reviewed additional items reviewed in recent discussion with the Network on 6/20/25. The call clarified terms and we are awaiting response on other items related to the terms Mental Health Counseling.

 *Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *Discussion: See report*

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic*

 *Discussion*

 *Outcome, Actions, Timeframe:*

**IV. Risk Management**

A. Risk Management Plan (exposure to loss)

 *1. Sub-topic:*

*Outcome, Actions, Timeframe:*

 *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:* See above

 *Outcome, Actions, Timeframe:*

**V. Information Technology**

A. Technology Plan FYI

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:* **Medical kits**

 *Discussion:*  No Discussion

 *Outcome, Actions, Timeframe:*  **Liz to complete Medical kit logs and update eye wash**

B. Counseling and Programming Issues

 *Sub-topic:* **Documentation and entry**

 *Discussion:*  Documentation due within 24 hours.

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

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

*Discussion:*  No Truancy Court for the month of March, 2025.

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

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

Discussion: Jess emailed committee notifying that there are no Case Staffing’s for the month of June. As mentioned, CINS FINS Training with Ed Wilton will be held on July 10th, 2025. Finally, there were no truancy hearings held for the month of June.

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

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| Jessica Bechtold  |  |  6/27/25 |