**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 07/22/2024

Time: 12pm

Location: Bivens

Date of Next Meeting: 8/26/2024

Attendance: Wendy Mandell, Elizabeth Paz, Olivia Hollier, Jessica Bechtold, Melissa Rider

Absent: Gabby Yepes (Unexcused), Erin Andres (Excused)

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1.**Sub-topic:* **Overtime Reminder and Budget**

*Discussion:* Please monitor hours and notify supervisor prior to going into overtime so that we may collaboratively adjust your schedule. Jess sent email to payroll and Cindy regarding newly proposed budget. Jess proposed an amended budget to match previous budget as the newly proposed budget had decreased considerably.

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

B. Marketing and Business Development

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

*Discussion*: Wendy Mandell continues to facilitate groups in Williston Fl and is currently receiving additional referrals for the second cycle of the summer. She is actively on offering groups to rural communities as well (Yankee Town). On July 21st, Counselors attended One Family Community (Newly opened community family resource center) opening, reached out and scheduled follow up meetings with Rawlings Elementary and provided outreach during the RAD Kids training and GHS Softball Camp in order to obtain additional referrals for CDS. In a similar light, Jessica provided outreach to Anna Moulder; a Clinical Outreach Manager with Aware Recovery Care and both have agreed to meet the following month in person to further identify ways to assist in service at risk youth. Jessica, Phil and Olivia all met with Circuit 8 Family Court Judges on July 15th to discuss services, criteria for entry, wrap around services and chapter 984. Additionally, the team provided outreach to SWAG, Michael Gant (Hunger Fight) Levy County Prevention, Queen of Peace Summer Camp, CHS (Tiffany Martin; Latoya Jennings Lopez plus team), Bays Kids (Mental Health, Patrick).*Outcome, Actions, Timeframe:* **Ongoing**

C. Regulatory Issues

*1. Sub-topic:* **Distributed Risk Management report**

*Discussion:* Distributed risk management reports and asked team to verify accuracy of report. The team also discussed upcoming expectations for the year.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  Peer Reviews scheduled for 8/26/24 at 12.

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

D. Human Resource Issues (Staffing and Training)

*1.**Sub-topic:* **Training**

*Discussion:* Jessica reminded the team of newer fiscal year training requirements including newer trainings (Naloxone training) and recurring needs such as CPR/First Aid. . Jess asked the team to be mindful of the updated formatting of the log, timeframes such as calendar year for Bridge and December for skillpro.

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

*3. Sub-topic:***Outreach Logs**

*Discussion:*  Please continue to log new outreach up front and in NetMis

*Outcome, Actions, Timeframe:*  **FAC will submit outreach logs at the end of each month except for August where there is no board meeting.**

E. Annual Budget Planning and Process

*1. Sub-topic:* **Payroll/Stubs**

*Discussion:* Team asked to send any questions or concerns regarding payroll, deductions or payroll/fiscal/Darla and Phil Kabler, and myself attached.

*Outcome, Actions, Timeframe: Ongoing*

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

A. Internal Inspections

*1. Sub-topic:* **Drill July 2024**

*Discussion:* Drill for June was completed on 7/19/24. Jess completed maintenance log for July 2024.

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

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

*1. Sub-topic:*

*Discussion:*  See above

*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:* **Documentation**

*Discussion:*  Please remember to enter and file documentation within 24 hours. Provide receipts for all electronic reviews or signatures, close within three attempts (including a 7-day letter) and try to perform reviews and obtain signatures in person). If outstanding signatures exist, try and obtain them at reviews and discharge meetings. Please remember to enter all required fields into NetMis and schedule 30, 60, 90 day reviews from date initiated. Extension will be approved only in exceptional circumstances and the team is encouraged to start the termination process within the last week in order to ensure they meet time and contract requirements.

*Outcome, Actions, Timeframe:* **Ongoing (sent calendar and options for calculating the 30, 60, 90 day review dates).**

B. Outcome Management (status, reports, recommendations)

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

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

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

*Discussion:*  FAC submitted Strategic Plan on June 10th, 2024 and our Productivity plan on June 25th 2024

*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:* **Directors Budget**

*Discussion:*  Handout

*Outcome, Actions, Timeframe:* **Please review and provide feedback**

B. Marketing and Business Development

*1. Sub-topic:* **Annual Celebration and Meeting at the 1908 Grand in Gainesville.**

*Discussion:* November 14th, 6:00 pm-8:00 pm

*Outcome, Actions, Timeframe:* **Phil and Board member, Debbie, are planning the agenda.**

*2. Sub-topic:* **New Shelter Update/Open House**

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:* **CARF** Three-Year Accreditation

*Discussion:* Please review and provide feedback

*Outcome, Actions, Timeframe:* **(Carf final report not distributed yet)**

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Comptroller**

*Discussion:*  Hired effective 7/17/2024.

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:* **Directors’ Budget/ Cost Savings- Copier paper and preventive maintenance**

*Discussion:*

*Outcome, Actions, Timeframe:*

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

A. External Inspections

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**III. Quality Improvement**

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

*1. Sub-topic:* **Qi Director/Residential Director**

*Discussion:* **QI Director Alex Culbreth hired effective July 1st, 2024. Sabriena Williams Director of both Palatka and Lake City Shelter; position in Palatka will be absorbed by Sabriena.**

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **CINS/Fins consent agreement**

*Discussion:* Jess and Sam updated consent to facilitate exchanged between programs.See updated forms on intranet

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

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Productivity Report and Performance Measures**

*Discussion*: Data Systems Manager reviewed monthly report

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

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **CARF** Three-Year Accreditation

*Discussion:* Please review and provide feedback

*Outcome, Actions, Timeframe:* **(Carf final report not distributed yet)**

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* **Updated documents/Reminder**

*Discussion:*

*Outcome, Actions, Timeframe:* **Please ensure all staff are using most recent forms from Intranet.**

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*3. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*4. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Youth Grievances**

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

F. Planning Documents (reports, status of goals and objectives, reformulation)

*1. Sub-topic:* **Strategic Plan**

*Discussion:* If you have not submitted your plan, please do so ASAP

*Outcome, Actions, Timeframe:* **Past Due**

*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:* Cindy requested updated contact information for the Cooperative Service Agreements and Business Partners

*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:* **Safety and Maintenance Inspection Semi-Annual Review**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:* **Cindy reminded Shelter Managers that this review is due.**

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

*1. Sub-topic:* **None reported.**

*Discussion:*  No discussion

*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

*1. Sub-topic:* **NetMis 3 Updates**

*Discussion:* Leigh discussed concerns with NetMis 3

*Outcome, Actions, Timeframe:* Awaiting update

*2.* *Sub-topic:*  **June Risk Management/ Performance Report Timely Data Entry**

*Discussion:*

*Outcome, Action, Timeframe:*

**VI. Clinical/Program**

A. Medical and Medication Issues

*1. Sub-topic:*

*Discussion:*  Medication errors

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:*  **Outreach Activities/Increase Delivery**

*Discussion:*  Each program to provide log of outreach

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **New Gainesville Shelter**

*Discussion:* Getting very close to final inspections. Anticipate certificate of occupancy in early July with furniture move in during middle July. Plan to transfer any shelter youth to East and NW if possible. Open House planned for August.

*Outcome, Actions, Timeframe:* **Cindy will provide specific updates when available.**

**IV. 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:* **Timesheets**

*Discussion:*  Zach noted that timesheets will be updated on the intranet at some point and that he’d notify everyone once they are uploaded *Outcome, Actions, Timeframe:*  **Ongoing**

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 July 17th, 2024 and will be held again on August 21st, 2024.

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

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

Discussion: Jess emailed committee notifying that there are no Case Staffings for the month of July 2024.

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

Respectfully submitted by:

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| Jessica Bechtold |  | 7/25/2024 |