**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date 10/24/24

Time: 10 am

Location: Bivens

Date of Next Meeting: November 21st at 11 (tentative date)

Attendance: Olivia Hollier, Erin Andres, Jessica Bechtold, Melissa Rider, Gabby Yepes, Elizabeth Paz, Cindy Starling, Alex Culbreth

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

 *Discussion:*

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

B. Marketing and Business Development

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

 *Discussion*: Discussed October’s outreach efforts (See Pgm Report)

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

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

 *Discussion:* Distributed and discussed risk management reports and asked team to verify accuracy of report.

 *Outcome, Actions, Timeframe:*

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

 *Discussion:*  Peer Reviews, Q2 to be completed on Nov 4th .

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

*3. Sub-topic:* **Policy and procedure/ CPR First Aid**

 *Discussion:* Jess obtained various quotes and submitted to Cindy.

 *Outcome, Actions, Timeframe:* Pending decision

 D. Human Resource Issues (Staffing and Training)

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

 *Discussion:*  Please complete annual trainings no later than December 2024 (unless they are due sooner)

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

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

 *Discussion:*  Continue to enter into NetMis, log on form and send monthly outreach to Cindy.

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

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe: Ongoing*

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

A. Internal Inspections

*1. Sub-topic:* **Drill / Med kits 2024**

 *Discussion:* Drill and med kit audit completed on 10/25/2024. Jess completed maintenance log for October

 *Outcome, Actions, Timeframe:* Ongoing .

 *2. Sub-topic:* **Maintenance/ Handy man**

 *Discussion:* Each location to seek handy man (contract)

 *Outcome, Actions, Timeframe:* Ongoing

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 complete and submit in a timely manner.

 *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:* **QA**

 *Discussion:*  Alex met with FAC team to discuss upcoming mock audits. Cindy met with team and discussed productivity issues and separately met with the team to administer staff surveys.

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

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:*  **Cost Saving ideas/ productivity vs cost of business**

 *Discussion:*  See Risk management

 *Outcome, Actions, Timeframe:*

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. EMT members only.

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Staff / employee recognition**

 *Discussion:* Please get nominations in. Recommended combination holiday/event in mid December. Discussed volunteers for committee.

 *Outcome, Actions, Timeframe:* Pending

*3. Sub-topic:* **City of Gainesville Holiday Party**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

 *Sub-topic:* **IYP-C Open House**

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:*  **Program Staff meeting dates**

 *Discussion:*  Please provide Cindy upcoming staff meeting dates for respective programs.

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:*  **DCF Licensure**

 *Discussion:*  Final 10/16/24 at 130pm.

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:*  **Complaint Analysis**

 *Discussion:*  Alex reviewed report outcomes with CINS FINS management

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:*  **Possible Hiring freeze**

 *Discussion:* Please take a close look at team schedules. Please create a mock 2-week schedule to see where we are placing teams.

 *Outcome, Actions, Timeframe:* Pending

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:* No Discussion

 *Outcome, Actions, Timeframe:*

*2 . Sub-topic:*

 *Discussion:*  No 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:* **Hurricane Season**

 *Discussion:* Follow up on recent Hurricanes

 *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 Q1**

 *Discussion:* Please complete Peer reviews for Q1

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Naloxone**

 *Discussion:* Notify Cindy if you dispense any Narcan.

 *Outcome, Actions, Timeframe:* Ongoing

*3. Sub-topic:* **Email signature line**

 *Discussion:* Phil sent sample email signature to CINS team.

 *Outcome, Actions, Timeframe:* Please update to appropriate signature.

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *Discussion*: No Discussion

 Outcome, Actions, Timeframe*:*

*2. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **Basic Center Grant**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* Policy update

 *Discussion:* **FL 984 CINS Petition Training frequency, in person CPR/ 1st Aid clarification**

 *Outcome, Actions, Timeframe:* Megan Picinic sent a policy update referencing in person CPR/First Aid and 984 training expectations.

 *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:*

 *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:*

 *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:* **CDS Performance report provided and outreach discussed**

 *Discussion:* Discussed options for outreach, therapists, taking siblings, School board and truancy cases, homeless shelters, McKinney Vento’s, St Francis and Grace Marketplace and Peaceful Paths.

 *Outcome, Actions, Timeframe:* Continue to send recommendations.

*2. Sub-topic:* **Holiday Enrichment Programs**

 *Discussion:* Currently working on flyers for distribution in November.

 *Outcome, Actions, Timeframe:* Pending

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:*  No discussion

 *Outcome, Actions, Timeframe:*

**V. Information Technology**

A. Technology Plan

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2.* *Sub-topic:*

 *Discussion:*

 *Outcome, Action, Timeframe:*

**VI. Clinical/Program**

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

**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:*

**V. Information Technology**

A. Technology Plan FYI

*1. Sub-topic:*

 *Discussion:*

 *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:* **Documentation and entry**

 *Discussion:*  Documentation due within 24 hours. Submission recommendations within 48 hours.

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

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

*Discussion:*  No Truancy Court for the month of October.

*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 October. Truancy court is scheduled tentatively for November 20th and December 18th at 230pm.

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

Respectfully submitted by:

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| Jessica Bechtold  |  |  10/24/24  |