**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT and CINS/FINS

Date: January 31, 2024

Time: 9:30 am

Location: Bivens Conference

Date of Next Meeting: February 28, 2024

Attendance: Alex, Angela, Angie, Brian, Brandi, Cindy, Evelitza, Liz, Phil, Sabriena, Zeke,

Absent: Stephanie D., Leigh, Latisha, Jonathan (all excused)

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Fiscal Operations- PO, Timesheets, Tax exemption form**

*Discussion:* POs can now be sent to Fiscal, Timesheets need to be in by this Friday send to Payroll and cc Olga. Please pay close attention to overtime.

Outcome, Actions, Timeframe*:* **Please remember to submit a written response when overtime will exceed 15 hours per week.**

B. Marketing and Business Development

*1. Sub-topic:* **No Discussion**

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:* **Financial Audit**

*Discussion:*  Roby will meet with Directors to review files via Zoom next Wednesday and Thursday February 7th and 8th.

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

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

*Discussion:* We have some team members who are still procrastinating but overall Central, FA, NW and East feel the training files are in very good standing.

*Outcome, Actions, Timeframe:* **Have individual meeting with each staff to inquire as to barriers. Create a plan to complete all required training topics and monitor for compliance.**

E. Annual Budget Planning and Process

*1. Sub-topic:* **Still pending**

*Discussion:* Olga is closer to having a budget for Directors

*Outcome, Actions, Timeframe:* **Directors please continue to monitor expenditures closely and utilize prior program budget.**

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:* **Program Safety Issues Update**

*Discussion:* Current with Fire and Health Inspections?

*Outcome, Actions, Timeframe:* All inspections are complete with the exception of IYP-C which is scheduled.

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

*1. Sub-topic:* **CARF Semi-Annual Inspection**

*Discussion:*  Discussion regarding any recent safety concerns. Discussed opportunities to increase safety practices.

*Outcome, Actions, Timeframe:* **Please inspect all buildings (interior/exterior) and report status as far as any safety concerns or accessibility concerns. Due next month.**

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

*1. Sub-topic:* **Unusual Event Reports-Trends- 2nd Quarter Review**

*Discussion:* The team discussed recent trends of maintenance repairs, and bed scanner issues. On a very positive note our runaway UER/reports have decreased during Q2. Also grievances are lower than Q1 with only 2 grievances during Q2

*Outcome, Actions, Timeframe:* **Submit all UER to COO in a timely manner and make sure supervisors are signing all UER’s.**

# III. Quality Improvement

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

*1. Sub-topic:* **Financial Audit**

*Discussion:* Planning for next Wednesday and Thursday .Ensure all files are ready for review.

*Outcome, Actions, Timeframe:* **February 7th and 8th for program record reviews.**

B. Outcome Management (status, reports, recommendations)

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

*Discussion:*  Review of Florida Network December Report. YTD shelters are at 91.3% performance benchmark and Family Action is at 82.9%.

*Outcome, Actions, Timeframe:* **Continue to look for outreach opportunities.** C**ongratulations to Central and NW shelters for zero medication errors so far this fiscal year. Great job!**

C. Accreditation and Regulatory Requirements

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

*Discussion:*  Congratulation Central Team for an outstanding QI review with all preliminary scores of Satisfactory!

*Outcome, Actions, Timeframe:* **GREAT JOB! Excellent improvement in training requirements.**

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:*

*Discussion:*  No discussion

*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:* **Strategic Plan**

*Discussion:*  Handout

*Outcome, Actions, Timeframe:* **Phil reviewed our most recent update and an overview of our strategic plan.**

*2. Sub-topic:* **Accessibility Plan**

*Discussion:* Review in each program for compliance and provide update for any identified issues.

*Outcome, Actions, Timeframe:* **Please return to Cindy with updates by 2/15/24.**

*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:* **CINS performance packet/FL Network Report**

*Discussion:* FL Network report great job on reduction of medication errors throughout the state. CDS NW and Central shelter have had zero medication errors this FY.

*Outcome, Actions, Timeframe:* **Great job, please keep up the good work.**

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:* **IT Plan for internal operations of shelter video surveillance systems and maintenance/repair.**

*Discussion:* Please get with Zach to ensure cameras and actual time are in sync.

*Outcome, Actions, Timeframe:* **Coordinate with** **Zach for specific dates/times for him to visit sites.**

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **Florida Network New policy effective December**

*Discussion:* Please review medication policy to ensure compliance with new requirements.

*Outcome, Actions, Timeframe:* Immediate

B. Counseling and Programming Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Cindy Starling |  | 1/31/24 |

Name Date