**`Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT

Date: March 15, 2023

Time: 9:30am

Location: Bivens and via Zoom

Date of Next Meeting: April 19, 2023, 9:00a (location to-be-determined)

Attendance: Jessica Bechtold, James Berger, Marianna Cotter, Alex Culbreth, Stephanie Douglas, Leigh Kassem, Angie Lay, Gwen Love, Brian Smith Jr., Evelitza Soto, Cindy Starling-Hersey, Zeke Whitter, Sabriena Williams

Absent: Phil Kabler, Paula Moreno, Stephanie Sheppard, Liz Tschumy, Tammy White.

**I. Business Operations:**

A. Programmatic

*1. Sub-topic:* **Deliverables (Cindy S-H)**

*Discussion:* Pleases ensure to meet your monthly program deliverables and to monitor on a weekly basis.

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

*2. Sub-topic:* **Monthly Program Reports**

*Discussion:* February Program Reports attached.

*Outcome, Actions, Timeframe:* **March program report will be due on 4/5/23**

*3. Sub-topic:* **Circuit 3 SNAP** (Cindy S-H, Leigh Kassem)

*Discussion:* Hiring Case Manager/Facilitators. Getting building ready for px’s.

*Outcome, Actions, Timeframe:* **Leigh will meet with Walter to get new locks on interior doors, and to contact fire extinguisher service. Zach to check phones and camera in SNAP L.C building. Will need fire and possibly health department inspections.**

B. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Introduce Comptroller** (Cindy S-H)

*Discussion:* Advised Tammy is new comptroller but currently out due to illness.

*Outcome, Actions, Timeframe:* **Introduce to staff as soon as possible.**

*2. Sub-topic:* **Director Budgets** (Cindy S-H,)

*Discussion:* Discussed the importance of carefully monitoring budget. BOD goal is deficit reductions.

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

*3. Sub-topic:* **Charitable Contribution Receipts** (Cindy S-H)

*Discussion:* Updated form attached and on the Intranet. Mandatory for cash and in-kind donations with a value of $250 or more; provide for lower amounts if requested. Accompany with ‘Thank You’ letter.

*Outcome, Actions, Timeframe:* **Please ensure compliance with policy for charitable contributions.**

C. Marketing and Business Development

*1. Sub-topic:* **New IYP-C ground-breaking** (Cindy S-H)

*Discussion:*  Tentative plan to be held during early May.

*Outcome, Actions, Timeframe:* **Pending/ date to be determined.**

*2. Sub-topic:* **Outreach activities & Safe Place** (Marianna C)

*Discussion:*  Safe Place Week Starts 3/22/23; April is Child Abuse Prevention Week, Palatka Child Abuse Prevention Month block party on April 5th from 3-6 pm at 1910 Reid Street. Numerous community partners, vendor, food trucks, music/band, games for youth. So far 21 agencies are planning to participate.

*Outcome, Actions, Timeframe:* **Marianna will send flyer to CDS staff for distribution.**

D. Regulatory Issues

*1. Sub-topic:* **Signed contracts**

*Discussion:*  No discussion.

*Outcome, Actions, Timeframe:* **N/A.**

*2.* *Subtopic:* **Independent contractor Grant Writer** (Phil K)

*Discussion:* Amy Wagner submitted a grant application to the Bank of America Foundation to be used for a new van, with a response due in June 2023. She is now working on the following grant application projects: United Way of North Central Florida; Community Foundation of North Central Florida Women’s Giving Circle; Basic Center Grant renewal; Amazing Give; and Children’s Trust of Alachua County. She will be working directly with the Board’s Development Committee. She is also working with P. Kabler on introduction letters to institutional and private donor prospects.

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

*3.* *Subtopic:* **Board update** (Cindy)

Discussion: There are now 17 Board Members; looking for members in 3rd and 7th Judicial Circuit, (Lake City and Palatka area). The Board is largely focused on deficit reduction, fundraising, and the new IYP-C shelter. Three Members (Daniel Crapps, Gil Levy, and Bishop Stokes) will attend the Network’s 3/15/23 Hill Day with P. Kabler.

*Outcome, Actions, Timeframe:* **Next meeting 4/13/23.**

E. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **HR update** (Angie L)

*Discussion:* Angie reviewed agency policy regarding discrimination.

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

*2. Sub-topic:* **Training** (Cindy S-H)

*Discussion:* Reminder to keep up-to-date; IYP-NW held live Managing Aggressive Behavior training on 2/23/23.

*Outcome, Actions, Timeframe:* **Please let Sabriena know if you need to schedule new staff for MAB.**

*3. Sub-topic:* **DCF audit** (Cindy S-H)

*Discussion:* Angie reports that the new licensure specialist was very adamant regarding our pending lists.

*Outcome, Actions, Timeframe:* **Please pay close attention to your pending list and submit items in a timely manner.**

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Safety drills** (Jessica B)

*Discussion:* Regularly conducted at Bivens. Please ensure drills current in shelters as well.

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

# III. Quality Improvement

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

*1. Sub-topic:* **QI monitoring Central March 29th and 30th** (Cindy S-H)

*Discussion:* Discussed reminders for shelter and community counseling program.

*Outcome, Actions, Timeframe:* **Review critical areas and prepare for monitoring visit.**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Progress toward performance measure goals/production expectations** (Cindy S-H)

*Discussion:* Addressed in I(A)(1) above.

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

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **QI planning** (Cindy S-H)

*Discussion:* Addressed in III(A)(1) above.

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

D. Policy and Procedure/Forms Updates and/or Review (Cindy S-H)

*1. Sub-topic:* **Policy updates**

*Discussion:* Handout for updated policies

*Outcome, Actions, Timeframe:* **Review at staff meetings.**

# IV. Risk Management.

A. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:* **See III** (A &C) above.

*Discussion:* As noted above.

*Outcome, Actions, Timeframe:* **As noted above.**

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **No discussion** (Liz T out-of-office).

*Discussion:*

*Outcome, Actions, Timeframe:* **Liz will provide update at next EMT.**

**VI. Other Business:**

*1. Sub-topic:* **Youth of the Month Award reminder** (Cindy S-H)

*Discussion:*  Be sure to submit candidates.

*Outcome, Actions, Timeframe:* **Monthly.**

*2. Sub-topic:* **Open floor/Good & welfare**

*Discussion:* Gwen announced that the HPW coalition will be having event: Surviving the Pandemic on 4/19/23 an adult and youth track.

*Outcome, Actions, Timeframe:* **More info to follow.**

*Cindy Starling-Hersey*

Respectfully submitted by:

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| Cindy Starling-Hersey |  | March 15, 2023 |

Name Date