**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT

Date: July 18, 2022

Time: 9:00a

Location: Via Zoom

Date of Next Meeting: August 1, 2022

Attendance: Jessica Bechtold, Marianna Cotter, Alex Culbreth, Stephanie Douglas, Phil Kabler, Angie Lay, Gwen Love, Paula Moreno, Diana Sanchez, Stephanie Sheppard, Cindy Starling Hersey, Sabriena Williams

Absent: Evelitza Soto, Liz Tschumy, Zeke Whitter

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* Directors Budgets

 *Discussion:*  Diana S reported they will be released mid-August

 *Outcome, Actions, Timeframe:* Mid-August

B. Marketing and Business Development

*1. Sub-topic:* Summer Enrichment Program

 *Discussion:*  Alex C reported about IYP-E employment-related programming; Sabriena W reported about IYP-NW partnerships (Florida Gateway College, UF IFAS, Columbia County Library); Marianna C reported about Palatka Backpack Affair, Job Fair

 *Outcome, Actions, Timeframe:* Current

*2. Sub-topic:* NW non-residential outreach

 *Discussion:*  Stephanie D reported about status

 *Outcome, Actions, Timeframe:* Ongoing

C. Regulatory Issues

*1. Sub-topic:* Court Orders

 *Discussion:*  Alex C reported on Court Order status

 *Outcome, Actions, Timeframe:* Ongoing

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* Hiring

 *Discussion:*  An issue in all departments

 *Outcome, Actions, Timeframe:* Immediate

*2. Sub-topic:* Central Non-Residential Intern

 *Discussion:*  Jessica B reported an Intern will be starting in August

 *Outcome, Actions, Timeframe:* August 2022

*3. Sub-topic:* IYP-E

 *Discussion:*  Alex C reported a new Residential Supervisor and Nurse have been hired; also medical training is being planned

 *Outcome, Actions, Timeframe:* Immediate

*4. Sub-topic:* HR report

 *Discussion:*  Angie L reported about Covid tracking and notifications policy, need for Bridge training ‘Add Accounts access; next pending list to be released August 1, 2022; PAFs should be sent to her upon terminations, as well as Evaluations generally

 *Outcome, Actions, Timeframe:* Immediate and ongoing

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* Personal productivity plans

 *Discussion:*  Jessica B has implemented them, and will share the format with all direct care teams

 *Outcome, Actions, Timeframe:* Immediate

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:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* Cindy S-H report

 *Discussion:*  The following must be timely submitted - program Reports (each month by the 5th); Staff Monthly Meeting Minutes; Data Reports; UERs; Grievances; Cooperative Service Agreements

 *Outcome, Actions, Timeframe:* As shown above and ongoing

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* Non-residential groups

 *Discussion:*  Jessica B reported on clarification regarding permitted use of non-residential groups from Keith Carr (Forefront) training; Stephanie D is starting groups

 *Outcome, Actions, Timeframe:* Ongoing

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:*  Rebranding Committee

 *Outcome, Actions, Timeframe:* Roll-out by Q1 2023

*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:*  EMT Retreat planning

 *Outcome, Actions, Timeframe:* Q3 or Q4 2022

*5. Sub-topic:* Community Relations plan

 *Discussion:*  Phil K reported about implementing Amazon Smile fundraiser; Paula M reported about Rebranding Committee, Gainesville Back-to-School Bas, National Night Out (postponed), requesting Facebook/Instagram photographs

#  *Outcome, Actions, Timeframe:* Immediate, ongoing

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

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:*  No discussion

 *Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* Truancy Intervention Program

 *Discussion:*  Stephanie D reported on NW program

 *Outcome, Actions, Timeframe:* Ongoing

**VII. Other Business:**

*1. Sub-topic:* Phil K report

 *Discussion:*  Share calendars; Youth of the Month Award

 *Outcome, Actions, Timeframe:* Ongoing

*1I. Sub-topic:* Prevention Department report

 *Discussion:*  Gwen L reported about finishing Summer programs/camps (school-based); two new principals to meet (Chiefland E.S., Lincoln M.S.); pre-school training for Prevention Team; updating data forms to meet LSF requirements; Lisa Campbell is doing Meet-the-Teacher, school boards are raising their pay

 *Outcome, Actions, Timeframe:* Ongoing

*III. Sub-topic:* Independent Living Program

 *Discussion:*  Stephanie S reported Partnership for Strong Families contract renewed for 1.5 years

 *Outcome, Actions, Timeframe:* Ongoing

*IV. Subtopic:* Roundtable

 *Discussion:* Sabriena W noted that everyone can make referrals to the shelters (pamphlets to churches, civic groups); Phil K noted that everyone at CDS is a “CDS Ambassador”

*Philip N Kabler*

Respectfully submitted by:

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| Philip N. Kabler |  | July 28, 2022 |

 Name Date