**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT

Date: August 1, 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, Carlos Lopez, Gwen Love, Paula Moreno, Diana Sanchez, Stephanie Sheppard, Brian Smith, Evelitza Soto, Cindy Starling Hersey, Liz Tschumy, Zeke Whitter, Sabriena Williams

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* Director Budgets

*Discussion:* Audit process beginning now for prior fiscal year; Directors Budget by next EMT

*Outcome, Actions, Timeframe:* Ongoing

*2. Sub-topic:* Deliverables - by program (Phil K/Cindy S-H)

*Discussion:* ‘Laser focus’ on deliverables (residential and non-residential)

*Outcome, Actions, Timeframe:* Ongoing

B. Marketing and Business Development

*1. Sub-topic:* Annual Meeting and Celebration (11/3/22) (Paula M)

*Discussion:*  Sneak peek at rebranding; Christian Minor (FJJA) keynote speaker

*Outcome, Actions, Timeframe:* 11/3/22

*2. Sub-topic:* Central/Northwest activities & plans (Paula M)

*Discussion:*  Advertising for jobs ongoing; reviewing Facebook analytics; organizing back-to-school events

*Outcome, Actions, Timeframe:* Ongoing

*3. Sub-topic:* East activities & plans (Mariana)

*Discussion:*  Job Fair; Victory in the Village (Palatka Housing Authority); Faith Summit

*Outcome, Actions, Timeframe:* Accomplished; ongoing

C. Regulatory Issues

*1. Sub-topic:* Chapter 984 update (Phil K)

*Discussion:*  FL Network has a workgroup reviewing/potentially revising Chapter 984 *with DJJ*

*Outcome, Actions, Timeframe:* Ongoing

*2.* *Subtopic:* Contracts signed (Phil K)

Discussion: Florida Network, Gainesville ARPA, United Way of North Central Florida; LSF pending

*Outcome, Actions, Timeframe:* Accomplished; LSF pending

*3.* *Subtopic:* Board update (Phil K)

Discussion: On Summer meeting break; new Board Member recruitment with a diversity/equity/inclusion focus

*Outcome, Actions, Timeframe:* Ongoing

D. Human Resource Issues (Staffing and Training)

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

*Discussion:*  Welcomed Brian Smith to EMT; send all PAFs to HR directly; aware of training backup due to staffing shortages; attending to background screenings, Pending List coming 8/1/22

*Outcome, Actions, Timeframe:* Ongoing

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

*Discussion:*  Sabriena W – 8/5/22 annual IYP-NW training; Cindy S-H – working with shelters due to QI; residential Administrative Assistants have created a tracking spreadsheet (8/12/22, 10:00a shelter meeting re: training uniformity); QI ready

*Outcome, Actions, Timeframe:* 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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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

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

*Discussion:*  Appear to be on-target with UERs/CCC/Child Abuse reports; please continue to report promptly to meet the process; develop an internal numbering process

*Outcome, Actions, Timeframe:* Ongoing

# 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:* Corrective Action Plan

*Discussion:*  IYP-E Training Corrective Action Plan timely submitted

*Outcome, Actions, Timeframe:* Accomplished

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* Recent/upcoming ForeFront trainings (QI/CM) (Phil K)

*Discussion:*  Mindful that CARF –re-accreditation is coming in 2024; Compliance Monitoring this week

*Outcome, Actions, Timeframe:* Pending

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:* Rebranding Committee (Paula M)

*Discussion:*  New logo/motto selected; a group effort; team creativity; Zach is engaged with design; the Committee’s proposal must go to the Board for approval

*Outcome, Actions, Timeframe:* Ongoing

*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:*  No discussion

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* Community Relations plan (Phil K)

*Discussion:*  Utilize Amazon Smile e-mail text; GoodSearch is no longer to be used

# *Outcome, Actions, Timeframe:*

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:* Building checks/maintenance (Phil K)

*Discussion:*  Cindy S-H - proactive checks done weekly

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* Other assets checks/maintenance (Phil K)

*Discussion:*  Phil K – be sure to regularly attend to vehicles; Liz T – non-Bivens Team Members should periodically bring laptops to Bivens for automatic group policy updates on the network

*Outcome, Actions, Timeframe:* Ongoing

B. Employee Concerns or Complaints

*1. Sub-topic:* Concerns/complaints (Phil K)

*Discussion:*  None reported

*Outcome, Actions, Timeframe:* Ongoing

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:* Data reporting (Liz T)

*Discussion:*  RHYMIS update done; Annual Report is ‘on-deck’; submit NETMIS data timely and accurately to meet with FL Network’s requirements

*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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* Youth of the Month Award reminder (Phil K)

*Discussion:*  IYP-C and IYP-NW submitted candidates; submitted through DJJ portal; participant success stories to be provided for the Annual Report (by 9/20/22)

*Outcome, Actions, Timeframe:* Ongoing

*2. Sub-topic:* Bivens clean-up (Phil K)

*Discussion:*  Walk-through planned

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* Jessica B - FAP-C

*Discussion:*  Suicide assessment training (8/10/22, 1:00p); first assessment at IYP-C done; residential/non-residential met to discuss continuum of care, wrap-around services; groups being planned; outreach made to Gainesville High School

*Outcome, Actions, Timeframe:* Ongoing

*4. Subtopic:* Stephanie D – FAP-NW

*Discussion:* Peer file review updated needed; Nirvana taking place of needs assessment form

*Outcome, Actions, Timeframe:* Ongoing

*5. Subtopic:* Alex C– IYP-E/FAP-E

*Discussion:* Working through staffing shortage; Cindy S-H reminded all non-residential programs of the FL Network Contract’s 6 intakes/month minimum standard

*Outcome, Actions, Timeframe:* Ongoing

*6. Subtopic:* SNAP/SNAP-in-Schools

*Discussion:* Tuesday/Wednesday Summer groups; organizing school year groups; SNAP In Schools to continue at Rawlings E.S.

*Outcome, Actions, Timeframe:* Ongoing

*7. Subtopic:* IYP-NW (Carlos L)

*Discussion:* Universal referral forms to IYP-NW being submitted; keep using online referrals; Cindy S-H– reminder of CDS’s‘no wrong door’ policy

*Outcome, Actions, Timeframe:* Ongoing

*8. Subtopic:* IYP-C (Zeke W)

*Discussion:* Welcoming Brian Smith as new Residential Supervisor; engaging in direct outreach with school deans (to utilize CDS instead of suspension/expulsion)

*Outcome, Actions, Timeframe:* Ongoing

*9. Subtopic:* Independent Living (Phil K for Stephanie S)

*Discussion:* Engaged in hiring new Team Members; reviewing case loads

*Outcome, Actions, Timeframe:* Ongoing

*10. Subtopic:* All shelters (Sabriena W)

*Discussion:* The shelter managers are meeting virtually Tuesdays at Noon regarding shelter issues

*Outcome, Actions, Timeframe:* Ongoing

*Philip N Kabler*

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Philip N. Kabler |  | August 1, 2022 |

Name Date