**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT

Date: August 31, 2022

Time: 9:00a

Location: Via Zoom

Date of Next Meeting: September 29, 2022, 9:00a

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, Sr., 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 (Diana S)

*Discussion:* Has discussed allocations with Directors; August Directors Budgets pending.

*Outcome, Actions, Timeframe:* Ongoing

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

*Discussion:* July deliverables performance met/exceeded expectations. IYP-C flood; remediation completed; contractor being selected; moving youth is challenging due to school year. Seven non-residential counselors; two vacancies; plan in-place at all programs to meet the deliverables requirement.

*Outcome, Actions, Timeframe:* Ongoing

B. Marketing and Business Development

*1. Sub-topic:* Annual Meeting and Celebration (11/17/22) (Paula M)

*Discussion:*  Moved date. Christian Minor (Florida Juvenile Justice Association) is the keynote speaker. Wear green. No-charge for Team. New logo to be ‘teased’.

*Outcome, Actions, Timeframe:* 11/17/22

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

*Discussion:*  Participating in Gainesville Chamber of Commerce “Gainesville Loves Gators” promotion. Poster contest underway. Community Halloween event planned with Lake City Police Department.

*Outcome, Actions, Timeframe:* Ongoing

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

*Discussion:*  Meeting with school counselors/deans. Uplift Putnam upcoming. Safe Place follow-ups.

*Outcome, Actions, Timeframe:* Ongoing

C. Regulatory Issues

*1. Sub-topic:* Signed contracts (Phil K)

*Discussion:*  PFSF – Intendent Living; FNYFY – CINS/FINS; FSF – SAMHA; Gainesville ARPA; United Way of North Central Florida

*Outcome, Actions, Timeframe:* Accomplished

*2.* *Subtopic:* Grant applications (Phil K)

Discussion: BCG Carry-Over (re: IYP-E); Clay Electric Foundation (re: IYP-E); Rotary Palatka (re: IYP-E); Rotary Gainesville Sunrise (re: IYP-C); Rotary Gainesville Foundation (re: new IYP-C shelter project)

*Outcome, Actions, Timeframe:* Ongoing

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

Discussion: Meeting 9/15/22. Board recruitment ongoing.

*Outcome, Actions, Timeframe:* Pending 9/15/22

D. Human Resource Issues (Staffing and Training)

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

*Discussion:*  After background screening clearance send the entire hiring packet to Cindy S-H; followed by orientation with Angie L; summary e-mail to follow. DCF is taking a long time to process. Pending list going out 9/1/22. Teams are attending to training.

*Outcome, Actions, Timeframe:* Ongoing

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

*Discussion:*  Training plan has been formulated. IYP-C training occurring while the shelter is being repaired. Krizner Group training October 18 (remote.

*Outcome, Actions, Timeframe:* Ongoing

*3. Sub-topic:* Employee Handbook update input (Phil K)

*Discussion:*  Carlos L - consider Juneteenth as a CDS holiday.

*Outcome, Actions, Timeframe:* Ongoing

E. Annual Budget Planning and Process

*1. Sub-topic:* FY 22/23 Budget (PNK)

*Discussion:*  To be reviewed by the Board 9/15/22; future FY budget process to commence March 1 so a preliminary draft is ready for the Board during its June meetings.

*Outcome, Actions, Timeframe:* Pending 9/15/22; ongoing

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:* N/A

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* N/A

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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

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

*Discussion:*  Discussed during CINS/FINS meeting. No trends identified.

*Outcome, Actions, Timeframe:* Ongoing

*2. Sub-topic:* IYP-C flood and remediation (Cindy S-H, Zeke W)

*Discussion:*  Zeke reviewed the flood/remediation/repair status. The Team is training. Always one Team Member on-duty; attending to Log Book. Outreach ongoing to re-fill the shelter. Cindy S-H - the shelter is not closed; collaborating with IYP-NW and IYP-E. A video is being planned.

*Outcome, Actions, Timeframe:* Ongoing

# III. Quality Improvement

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

*1. Sub-topic:* N/A

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* N/A

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* CARF re-accreditation (2024) (PNK)

*Discussion:*  PNK and CS-H spoke with CDS’ assigned CARF representative; the CARF representative comes from the ‘program side’.

*Outcome, Actions, Timeframe:* Pending 2023

D. Policy and Procedure Updates and/or Review

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

*Discussion:*  Program managers to discuss locale of closed file records. Shredding is available. Audit-ready at all times.

*Outcome, Actions, Timeframe:* Ongoing

E. Participant Complaint and Grievance (specific and quarterly review of trends)

*1. Sub-topic:* N/A

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

F. Planning Documents (reports, status of goals and objectives, reformulation)

*1. Sub-topic:* Rebranding Committee (Paula M, Zeke W)

*Discussion:*  Committee is active; has developed a proposed logo, ‘CDS’ word correlation, mission/vision statement. Referred to CARF Representative to maintain compliance.

*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:*

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

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

*Discussion:*  Conductive proactive interior/exterior checks (including deferred maintenance) using checklist.

*Outcome, Actions, Timeframe:* Ongoing

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

*Discussion:*  Conduct proactive checks (including deferred maintenance) of vehicles, appliances, interior/exterior items (e.g., A/C, carpets).

*Outcome, Actions, Timeframe:* Ongoing

B. Employee Concerns or Complaints

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

*Discussion:*  Employee Satisfaction Survey reviewed.

*Outcome, Actions, Timeframe:* Accomplished

C. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:* N/A

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* Data reporting (Liz T)

*Discussion:*  Provide as long lead time as possible with data requests. Follow the IRR equipment ordering/turn-in/recording procedures and forms. Sabriena requests regular (monthly) IT check of video/recording equipment.

*Outcome, Actions, Timeframe:* Ongoing

# VI. Clinical/Program

A. Medical and Medication Issues

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

*Discussion:*  UERs filed because RNs and RN training are needed. IYP-NW’s nurse has been supporting the other shelters.

*Outcome, Actions, Timeframe:* Ongoing

B. Counseling and Programming Issues

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

*Discussion:*  Staffing still needed.

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

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

*Discussion:*  Be sure to

*Outcome, Actions, Timeframe:* Ongoing

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

*Discussion:*  Attending to curb appeal (power washing, landscaping) and internal space utilization and ‘look’.

*Outcome, Actions, Timeframe:* Ongoing

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

*Discussion:*  A large amount of incoming referrals. ‘No-shows’ remain a problem, despite reminders to the families. Cindy S-H is concerned with the fax machine operations and data reporting; number to be updated.

*Outcome, Actions, Timeframe:* Ongoing

*4. Subtopic:* FAP-NW (Stephanie D)

*Discussion:* IYP-NW has been sending numerous cross-referrals (10 during August). Updated community counseling forms on intranet; suicide assessment policy is being revised, the most recent Network version is to be used. Cindy S-H has sent out an updated Safety Plan.

*Outcome, Actions, Timeframe:* Ongoing

*5. Subtopic:* Alex C– FAP-E/IYP-E (Alex C)

*Discussion:* Shelter numbers are increasing. Screenings are ongoing. Outreach to schools and from Truancy Court are ongoing. Would like the Truancy Judge to tour the shelter. FAP-E is cross-referring. Awaiting the Shelter Supervisor DCF clearance. Interviewing and orienting Youth Care Workers. The Sheriff’s Office is adjusting its own policy and procedure regarding domestic violence referrals (should come-in as a CINS/FINS case).

*Outcome, Actions, Timeframe:* Ongoing

*6. Subtopic:* SNAP/SNAP-in-Schools (Evelitza S)

*Discussion:* Intakes are starting. Groups to start 9/13-14. SNAP In Schools has started at Rawlings; looking at adding a school. Outreach is ongoing.

*Outcome, Actions, Timeframe:* Ongoing

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

*Discussion:* Screenings and intakes are in-coming. YCC (Duval County) is making referrals. A recent domestic violence youth has taken a good amount of attention. Looking at a weekend Youth Care Worker hire. Stephanie D has been helpful with school outreach.

*Outcome, Actions, Timeframe:* Ongoing

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

*Discussion:* One Team Member per shift. Doing screenings; working with DJJ. Hoping to bring back youth after re-open. Two new hires, pending orientation. Numerous EMT ‘shout-outs’.

*Outcome, Actions, Timeframe:* Ongoing

*9. Subtopic:* Independent Living (Stephanie S)

*Discussion:* Engaged in hiring a new Counselor. Stephanie is seeing cases.

*Outcome, Actions, Timeframe:* Ongoing

*10. Subtopic:* Prevention Programs (Gwen L)

*Discussion:* School programs have started. A vacancy at Westwood MS. Levy Coalition has assisted with a temporary CDS medical leave.

*Outcome, Actions, Timeframe:* Ongoing

*Philip N Kabler*

Respectfully submitted by:

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| Philip N. Kabler |  | August 31, 2022 |

Name Date