**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Prevention Services

Date: January 25, 2023

Time: 4:00 PM

Location: CDS Bivens

Date of Next Meeting: February 22, 2023

Attendance: Lisa Campbell, Morkisha Cuyler, Latisha Geiger, Nancy Leech-

Gartrell, Gwen Love, Catherine Mahoney, Ben Swilley, Vernard West, Lorin Wood

Absent: Kevin Nelson

Guest: Paula Moreno, Zach Toundas

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Director’s Budget**

*Discussion:*  Gwen reviewed the Director’s Budget for Prevention Services through 12/31/2022 distributed by our Fiscal Dept. Gwen advised staff the agency wants all programs to look at how they can cut cost. This effort will impact how much we spend during our shopping for programs. The agency is considering a centralized purchasing system for food purchases for the shelters, due to the high cost of food. This may have an impact on our purchases for client incentives. Gwen will update staff regarding the process moving forward. The agency is also looking into the Federal Food Lunch program as a potential for food for the shelters.

*Outcome, Actions, Timeframe:* Gwen advised staff that she will be monitoring request for PO’s as we move forward.

B. Marketing and Business Development

*1. Sub-topic:* **CDS Rebranding**

*Discussion:*  Gwen shared with staff that the agency is in the process of updating the CDS logo and how the agency is promoted in the community. The community –wide Rebranding and Ribbon Cutting Ceremony will be held on February 28, 2023 at 1:00 PM at Bivens. All staff members will be provided with a CDS t-shirt with the revised logo prior to the event. Paula Moreno joined the meeting to discuss the CDS ID badges which will be updated with the new logo, staff picture and in the new CDS colors. Paula offered to assist staff with getting their new badges done. The CDS Mission Statement has also been revised to the following: **“Empowering Youth &** **Building Families for a Brighter Tomorrow”**

*Outcome, Actions, Timeframe:* Event will be held on February 28, 2023 at 1:00 PM at Bivens. Please learn the new Mission Statement as we prepare for our upcoming audits.

*2.* *Sub-Topic:* **CDS’s New IYPC Shelter Ground Breaking Ceremony**

*Discussion:* The Ground Breaking Ceremony for the new IYPC Shelter is scheduled to be held on March 23, 2023. Gwen will provide more information regarding the event at the next staff meeting.

*Outcome, Action, Timeframe:* Event will be held on March 23, 2023.

3. *Sub-Topic:* **WUFT Interview**

*Discussion:* Gwen shared with staff that the agency will be featured in a video with WUFT’s Greater Good program on January 27, 2023 at 9:00 AM at Bivens. The video will be about our programs and services. Staff, participants and parents will be interviewed.

*Outcome, Action, Timeframe:* WUFT Greater Good video will be on January 27, 2023.

*4.* *Sub-Topic:* **National Safe Line Connection**

*Discussion:* Gwen asked staff to go to our CDS Facebook page and like what is posted. Also go on the National Safe Line page and like what is posted there, as well.

*Outcome, Action, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Pending List**

*Discussion:*  Gwen reviewed the Pending List with staff.

*Outcome, Actions, Timeframe:*

2. *Sub-Topic:*  **HIV/AIDS Training**

*Discussion:* Gwen shared with staff that it is time to be trained on HIV/AIDS Prevention. Gwen has found an online course that meets the requirements for this training. The title of the training is Florida HIV/AIDS Awareness and Prevention Class. The online course can be found at courseforhivaids.com/states/FL . Please take the 2 hour course which cost $20.00 you will be reimbursed for the cost of the training. Please remember to make sure to get the training certificate upon completion of the training. Your will also need a copy of the receipt in order to be reimbursed.

*Outcome, Action, Timeframe:* Kevin Nelson and Vernard West need to complete the training **ASAP.**

*3. Sub-Topic:* **Bridge Training**

*Discussion:*Gwen asked staff to please check their email’s for a notice from Bridgeregarding the Managing Aggressive Behavior training. Gwen received her notice on December 10, 2022. Please look through your clutter box as well to make sure that it didn’t go to your clutter inbox. It’s time to do the Bridge competency based trainings for 2023. Please remember that these trainings are CARF required and we were sited in our last CARF Survey regarding these competency based trainings. The other required Bridge Trainings are Youth Suicide Prevention and Trauma Informed Care for Kids.

*Outcome, Action, Timeframe:*Please complete the Bridge Trainings **by February 28, 2023.**

*4. Sub-Topic:* **DCF 2023 Required Trainings**

*Discussion:*It’s time to complete the required DCF trainings for 2023. The trainings are as follows: HIPPA, Deaf and Hard of Hearing- Modules 1-3 and Security Awareness Training. These trainings can be located on the DCF website under their Training section. Please be sure to get the training certificates and send them to Angie in HR and me for your training file.

*Outcome, Action, Timeframe:*Please complete these trainings **by February 28, 2023.**

*5.* *Sub-Topic:* **Agency Staff Vacancy Update**

*Discussion:*Gwen shared with staff that Phil and Cindy are in the process of interviewing applicants for the Comptroller’s position in our Fiscal Dept. Gwen is still in the process of interviewing applicants for Boderick’s position.

*Outcome.**Action, Timeframe:*

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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic****:* CDS Fiscal Audit**

*Discussion:*  Our Fiscal Audit was successful.

*Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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:*  No discussion

*Outcome, Actions, Timeframe:*

*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

*Discussion:*  No discussion

# *Outcome, Actions, Timeframe:*

# 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:* **CDS Laptops and Printers**

*Discussion:* Zach Toundas, IT Administrator joined the meeting to have staff logon to the CDS site with their laptops. He also assisted staff with issues that they were experiencing with their laptops and printers.

*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:*  No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Attendance Roster Narratives and Tracking Forms**

*Discussion:*  Gwen discussed the importance of making sure that all paper work is submitted on time. **LSF has mandated that all data entries be completed and submitted by the first of** **every month**. The data will be reviewed by LSF and if there are submissions that are in question LSF will notify our Data Dept. by the 5th for corrections. The LSF invoice must be submitted by the **10th of the month**. The new deadline has established the need for us to submit our attendance roster narratives and our tracking forms be submitted weekly, in order for our data to be entered by the first. The actual attendance rosters no later than 3 days after the 15th and 3 days after the end of the month. Please be mindful if the 15th and the last day of the month fall on a weekend. When that occurs your paper work may possibly have to be turned in earlier. Please review all paper work for accuracy prior to submission. Be sure to indicate on your attendance rosters when you are absent or if there’s a holiday or school holiday. Please do not leave those days blank. Lastly, do not turn in tracking forms for days you are absent form work for any reason.

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

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Respectfully submitted by:

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| Gwendolyn Love |  | January 27, 2023 |

Name Date