**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Prevention Services

Date: April 26, 2023

Time: 4:00 PM

Location: CDS Bivens

Date of Next Meeting: May 24, 2023

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

Nelson, Ben Swilley, Vernard West, Gwen Love

Absent: Catherine Mahoney, Lorin Wood

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Director’s Budget**

*Discussion:*  Gwen reviewed the last Director’s Budget effective through 2/28/23. She discussed that the end of the 2023 fiscal year is approaching and if anyone needed to purchase anything they should put in a request.

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **CDS Ground Breaking Ceremony**

*Discussion:* The date for the Ground Breaking Ceremony for the new Interface Youth Shelter is May 10, 2023 at 10:00 AM at 3456 N. E. 39th Ave. Gainesville, FL. This event will be held at the site where the new shelter will be built.

*Outcome, Actions, 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:* Ben Swilley’s annual evaluation is due 5/5/2023, Kevin Nelson’s self-evaluation needs to be completed and turned in by 4/28/23.

*2.* *Sub-Topic:* **Competency Based Trainings**

*Discussion:* Gwen discussed the need for staff to complete their Bridge Competency Based Trainings. If you are unable to access the website please contact Angie Lay in HR. The following people need to complete all 3 trainings: Nancy, Kevin, Vernard and Lorin. There are several people who need to complete one or two of the trainings and they are as follows: Morkisha, Latisha and Ben.

*Outcome, Actions, Timeframe:* Trainings need to be completed by April 28, 2023.

*3.* *Sub-Topic:* **CDS Staffing Updates**

*Discussion:* The new CDS Comptroller has been selected and will start work officially on Monday May 1, 2023. Her name is Olga Rivera-Cruz. Tiffany Malphrus will remain in the Fiscal Dept. Lashawn Strickland will be starting work on April 27, 2023 as our new Maintenance Supervisor. Catherine Mahoney will no longer be working at Williston Elementary School for CDS. SNAP Intern Christina Medina will no longer be considered as a replacement for Latisha Geiger.

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Directors

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:* **QI Monitoring for IYPNW**

*Discussion:*  Interface North West went through their QI monitoring visit on April 19th and 20th. It was a satisfactory review. IYPE will have their QI review on the week of May 1, 2023.

*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:*

*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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

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

*Discussion:*  **All paperwork must be submitted on time. LSF has mandated that all data entries be completed and submitted by the first day of every month.** Once the entries are received by LSF and there are no submissions in question, LSF will notify our Data Dept. The Data Dept. will then invoice LSF by the 10th of month. The LSF deadline has required the need for our attendance roster narratives and tracking forms to be submitted weekly. The attendance rosters should be submitted no later than 3 days after the 15th and the last day of the month. If the 15th and/or the end of the month fall on a weekend your paperwork will need to be turned in earlier or no later than the Monday following the weekend. Please review your paper work for accuracy prior to turning it in. Be sure to indicate on your attendance rosters when you are absent or if there is a holiday or a school holiday. Please do not leave those days blank. **Do not turn in tracking forms for any time** **that you are absent from work for any reason!**

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

*2. Sub-topic:* **Timesheets**

*Discussion:* Please make sure that you turn in a timesheet for the correct pay period. Be careful to make certain that your timesheet and your paperwork are cross referenced so that you do not turn is paperwork for time that you are absent from work. Please calculate your hours correctly. Make sure to include the date that you signed your timesheet beside your signature.

*Outcome, Actions, Timeframe:*

*3. Sub-Topic:* **Summer Programs**

*Discussion:* Summer program sites for Alachua County staff will be Cone Park Resource Center, Library Partnership Resource Center and Hawthorne High School. Levy County staff will be working with the Summer Achieve Camp. There will be a meeting at 3:30 PM on May 10, 2023 at 3:30PM to discuss the Levy County Program.

*Outcome, Actions, Timeframe:*

*4. Sub-Topic:* **Posttest**

*Discussion:* **Please review your curriculum materials with students prior to administering the posttest.** LSF is closely monitoring all of our data and posttest are the tools we use to evaluate the success of the programs. Increased knowledge is our goal! Our tools for evaluating our success are **high** **posttest scores!**

Respectfully submitted by:

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| Gwendolyn Love |  | April 26, 2023 |

Name Date