Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Prevention Services

Date: June 1, 2023

Time: 2:00 PM

Location: CDS Bivens

Date of Next Meeting: TBA

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

Swilley, Vernard West, Lorin Wood, Gwen Love

Absent: Kevin Nelson

Guest: Angie Lay

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Director’s Budget**

 *Discussion:*  Gwen shared with staff that the 23/24 budget for Prevention Services has been completed. Phil, Cindy and Olga met to work on and finalize the budgets for all of the programs.

 *Outcome, Actions, Timeframe:* None

B. Marketing and Business Development

*1. Sub-topic:*  **Deliverables**

 *Discussion:*  Cindy Starling shared during the EMT meeting that all of the programs were on-track to meet their individual program deliverables. Cindy thanked all of the Team Members for their hard work. Gwen encouraged staff to continue to turn in their program documentation on time so that we are able to draw down our LSF contract for this fiscal year.

 *Outcome, Actions, Timeframe:* None

*2.* *Sub-Topic****:* New Auditor for CDS**

 *Discussion:*The agency has engaged the services of a new company to conductour annualfiscal audit. CDS has used James Moore & P.I. Company, for many years. Starting this year Thomas & Company, C.P.A., P. A. will be conducting the agency’s fiscal audit.

 *Outcome, Actions, Timeframe:* The fiscal audit usually occurs in the fall. Be prepared to respond for request for program documentation from the auditors.

*3.* *Sub-Topic:* **New IYPC Shelter Update**

 *Discussion:*Gwen shared with staff that the Ground Breaking Ceremony held on May 5, 2023 went well. It was well attended by City, and State officials as well as local community leaders. Furniture and equipment will be donated by the Ronald McDonald House for the shelter once the agency moves into their new facility. Phil is monitoring the legislative activity in Tallahassee because CDS has requested additional funding for the new shelter due to the increased construction cost.

 *Outcome, Actions, Timeframe:* None

*4.* *Sub-Topic:* **Outreach**

 *Discussion:*Gwen shared with staffPaula Moreno, Marianna Cotter, IYP East and Mr. Harmon, IYPC are doing an excellent job for the programs and Safe Place.

 *Outcome, Actions, Timeframe:* Please send photos and stories to Paula for her to use in the CDS Newsletter.

C. Regulatory Issues

*1. Sub-topic:* **Contracts**

 *Discussion:*  Phil shared information during the EMT Meeting regarding contracts as follows: LSF Contract Amendments 112/113 have been signed. These amendments include a rate increase for next fiscal year.

 *Outcome, Actions, Timeframe:* None

 *2.* *Sub-Topic:* **Fund Raising**

 *Discussion:* This year the Amazing Give campaign raised $4,627 a 50% increase from last year. Amy Wagner, Contracted Grant Writer is currently working on the Basic Center Grant renewal for IYPC and IYP East, United Way of North Central Florida for the new shelter. The RFP for the Independent Living Program has been completed. Lever for Change will be looked at in the future.

 *Outcome, Actions, Timeframe:* None

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:* **CDS Benefits/ Open Enrollment**

 *Discussion:*  Gwen shared with staff that there will be an in-person Open Enrollment/CDS Benefits meeting on June 5, 2023 at 12:30PM at Bivens. Lunch will be served so please RSVP if you plan to attend. There is a new vender for health insurance and it’s Florida Blue. Angie Lay joined the meeting to briefly discuss the 2023/2024 Benefits package and encourage staff to turn in their enrollment forms when requested.

 *Outcome, Actions, Timeframe:* **RSVP, ASAP**

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

 *Discussion:*Gwen shared with staff that CDS hosted a SNAP Facilitator Training at Bivens on April 18-20/23. Three CDS Team Members will attend the QI Certification course held on 8/30-31/23. Brain Smith, Residential Supervisor at IYPC will attend the upcoming Managing Aggressive Behavior Training course and will be able to train staff.

E. Annual Budget Planning and Program Planning

*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****:* CARF**

 *Discussion:*  The agency is in the process of preparing for our CARF re-accreditation. There is a possibility that it will be scheduled in February 2024.

 *Outcome, Actions, Timeframe:* Ongoing

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **Policy Updates**

 *Discussion:*  Gwen distributed and reviewed the policy updates with staff.

 *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:* **Summer Programs**

 *Discussion:*  Gwen discussed the Summer Attendance Roster and Level -1 Tracking Forms with staff. Staff will need to fill out a Registration/Discharge Form for the summer camp participants that they will be working with. The Registration Form is needed in order for the group to be entered into the system. You will also need to complete the Discharge Form once the program has ended. Please maintain a schedule of the activities for the programs in the event it is requested by LSF.

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Gwendolyn Love |  | June 1, 2023 |

 Name Date