**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Project Success/Too Good for Drugs Staff

Date: August 24, 2022

Time: 4:00 PM

Location: CDS Bivens

Date of Next Meeting: TBA

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

Gartrell, Gwen Love, Kevin Nelson, Vernard West, Lorin Wood

Absent: India Rodgers and Ben Swilley

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Director’s Budget**

*Discussion:*  Gwen shared with staff that the Director’s Budget for Prevention Services for the 2022/2023 fiscal year has not been distributed by our Fiscal Dept.

*Outcome, Actions, Timeframe:* Gwen will review the budget with staff once it’s received from our Fiscal Dept.

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. There will be a soft launch in November at the Annual Meeting and a community-wide launch in January.

*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:*

2. *Sub-Topic:*  **Mental Health First Aid Training Certificates**

*Discussion:* Gwen requested that the staff members that have not provided a copy of their Mental Health First Aid Training certificates do so as soon as possible for their training files.

*Outcome, Actions, Timeframe:* Certificates should be submitted to Gwen no later than August 31, 2022.

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

*Discussion:*Tiffany Markham is no longer working in the Fiscal Dept. For payroll questions please send an email to Payroll@cdsfl.org or contact James Berger.

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 Dept. is in the process of preparing for our annual fiscal audit. You may be receiving request from the auditors for copies of your attendance rosters, program planning schedules and tracking forms.

*Outcome, Actions, Timeframe:* We will be notified what is needed once the auditors begin the audit.

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 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**

*2.* *Sub-topic:* **Consumer Satisfaction Survey**

*Discussion:*Gwen shared with staff that we are required to have program participants complete Consumer Satisfaction Surveys. The surveys have questions that are treatment focused. Gwen will be communicating with Hailey Shook on LSF’s staff for clarification on the form on Thursday. We will be required to administer the survey possibly on a quarterly basis. That will be one of our questions.

*Outcome, Actions, Timeframe:* Updated information will be provided once we receive clarification form LSF.

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Respectfully submitted by:

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| Gwendolyn Love |  | August 30, 2022 |

Name Date