**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

**Meeting: IYPC STAFF/TRAINING**

**Date: March 12, 2020**

**Time: 4:00PM**

**Location: 1400 NW 29TH ROAD, GAINESVILLE, FLORIDA**

**Date of Next Meeting: THE 2ND and 4TH THURSDAYS**

**Attendance/Absent:** Attendance: C. McCray, Z. Whitter, N. Thompson, B. Ross, B. Cox, A. Rowden, J. Turk,

B. Smith, J. Mattox, J. Bartley, S. Carter, S. Davis, S. Durham, D. Hooks, O. Jones, K. Lee, R. Mc

Bride, M. McMann, S. Parker, S. Twining, S. Warmack, W. Harmon, E. McCrea,

Absent: G. Strickland

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:*

*Discussion:*  No discussion

*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: Time Sheets Due March 20, 2020**

**Discussion:**

**Outcome, Actions, Timeframe: Staff should submit time sheets by 12:00 noon on Friday 3/20/20. Please include your Friday and Saturday scheduled shift times. If things change after Friday/noon, send an email to Mr. Whitter with details of the change. [zeke\_whitter@cdsfl.org].**

**2. Sub-topic: Training Needs**

**Discussion: Areas identified by supervisors and staff discussed**

**Outcome, Actions, Timeframe: Staff are expected to take notes and retain documents from trainings.**

**3. Sub-topic: Training – FIRE DRILL PROCESS**

**Discussion: We are currently on “TEST” and staff will begin following the Shift Leader Assignment of Fire Drills.**

**Outcome, Actions, Timeframe: Joe Mattox, house manager did a fire drill training.**

**4. Sub-topic: Intake Progress Notes**

**Discussion: Discussed the expectations of using the Intake Progress Note during an intake. Also options for use.**

**Outcome, Actions, Timeframe: Reviewed the Intake Progress Note and expected outcome.**

**5. Sub-topic: Medication Process-Focus**

**Discussion: Discussed options of ways to ensure ALL medications are given during the prescribed times. 1- Labeling MRL pages 1 of 1, 1 of 2 – 2 of 2, etc. placing a page at the end of each letter to indicated NO MRL after that page.**

**Outcome, Actions, Timeframe:**

**6. Sub-topic: Affordable Care Act Documents**

**Discussion: Tax Information**

**Outcome, Actions, Timeframe: J. Bartley, R. Cannon, B. Cox, S. Durham, J. Johnson, O. Jones, K. Lee, J. Mattox, R. McBride, B. Ross, B. Smith, S. Twining, S. Hunt-Walker.**

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: Re-licensing process**

**Discussion: The process also includes and annual back-ground screening update**

**Outcome, Actions, Timeframe: If you have had any ??? events to occur during the years please inform us so we can stay ahead of the game.**

**2. Sub-topic: Coronavirus (COVID-19)**

**Discussion: How to approach, response to, moving forward. Supplies, Visitors, Cleaning, etc.**

**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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**B. Outcome Management (status, reports, recommendations)**

***1. Sub-topic:* 30/60/90 Day Follow-up contacts/Responses**

***Discussion:***

***Outcome, Actions, Timeframe:* Mr. Cox provided information for contacts that were made. Thank you to Mr. Cox for reaching out to the parents/guardians and to staff for working with the youth in a positive manner to ensure successful outcomes.**

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:***

***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:* Open Mic**

***Discussion:* Staff Questions, Concerns, Complaints, Requests, etc.**

***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: Participant Updates/Concerns**

**Discussion:**

**Outcome, Actions, Timeframe:**

**2. Sub-topic: Shift Coverage Needs**

**Discussion: Staff are responsible to securing coverage when they would like to take time off. On the leave request staff should indicate details of the outcome for coverage.**

**Outcome, Actions, Timeframe:**

**a) Request for coverage by co-workers-**

**b) Request for coverage by program-**

**3. Sub-topic: Bed Scan Logs**

**Discussion: I have received ONLY ONE Bed Scan Report since Friday 3/6/20**

**Outcome, Actions, Timeframe: Staff who have worked overnight during this time frame please provide the missing reports. ASAP**

**VII. Other Business:**

**2. Sub-topic: Staff Shout Outs**

**Discussion: Recognizing co-workers for the “extra” they do to make the work environment better. We applaud all that you do and want to let you know we are grateful. Thank You!!!**

**Outcome, Actions, Timeframe:**

**Comments:**

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| ***Shout Out to: Z. Whitter, B. Cox, J. Mattox, S. Parker, O. Jones, J. Bartley, R. Elderman, S. Carter.***  ***For: Assisting in preparing for and hosting the CDS Board of Directors meeting at IYPC today.*** |

Respectfully submitted by:

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| Cassandra McCray |  | 3/12/20 |

Name Date