**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

**Meeting: IYPC STAFF MEETING/TRAINING**

**Date: June 27, 2019**

**Time: 4:00PM**

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

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

Present: C. McCray, Z. Whitter, N. Thompson, T. Scott, B. Cox, S. Davis, J. Turk, B. Smith, J. Mattox,

J. Barley, S. Carter, S. Davis, O. Jones, C. Jonas, K. Lee, R. McBride, M. McMann, N. Wales, V. Allen,

M. Barnard, A. Dennis, S. Durham, W. Harmon, E. McCrea, G. Strickland, A. Rowden

Absent:, E. Holcombe, J. Sturm, S. Dixon, J. Rollins, S. Sterling, S. Cooper, S. Twining, L.

Jonas

**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**

**Discussion: Turn time sheets into the supervisors office, place in green folder**

**Outcome, Actions, Timeframe: Staff should submit time sheets by Friday June 28, 2019 @ 12:00 noon.**

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

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

**Outcome, Actions, Timeframe:**

**3.Sub-topic: Training Topic (s)- Documentation/Progress Notes, Program Log Book**

**Discussion:  Expectations related to .**

**Outcome, Actions, Timeframe:**

**4.Sub-topic: PREA- Prison Rape Elimination Act**

**Discussion: Reviewed the information identified on the DJJ, Prison Rape Elimination Act**

**Acknowledgement form. Discussion included the acts and reporting including in PREA.**

**Outcome, Actions, Timeframe: All staff signed the acknowledgement form and submitted. All staff who**

**have not completed the PREA training in SkillPro, must complete the training before July 11, 2019. Staff**

**should** **print their SkillPro training list (showing the PREA) and submit directly to Mrs. McCray via a**

**scan.**

**5.Sub-topic: Self Evaluations**

**Discussion: Get with Mr. Whitter today to pick-up self eval. form.**

**Outcome, Actions, Timeframe: M. McMann, S. Davis, J. Bartley**

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:*

*Discussion:*No discussion

*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:*  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: FOCUS FOCUS FOCUS**

**Discussion:**

**Outcome, Actions, Timeframe:**

**B.Counseling and Programming Issues**

**1.Sub-topic: Participant Updates/Concerns**

**Discussion: Summer Enrichment Program**

**Outcome, Actions, Timeframe:**

* **Graduation 7/8/19 @ 6:00pm Bivens Conf. Rm.**
* **Everyone is invited to graduation, if you do not work and plan to attend let us know, we need a count for food.**
* **Process for discharge- complete inventory and meds when px leave for furlough.**
* **Counselor will meet briefly w/ parents and get Discharge Summaries signed.**
* **Friday 6/5/19, activities will be Ice Cream Social, Movie, and Games.**
* **Summer B to start 6/9/19, intakes will be scheduled in groups of 4.**
* **Summer B group will have many 1st time px, review paperwork carefully before parents leave.**
* **During outings take pictures and send to Mrs. McCray.**
* **Intake paperwork will include a release to use the px picture.**
* **Intakes over the weekend, walk-up, DV’s.**

**2.Sub-topic: Supervision with communication is priority**

**Discussion: What situations will cause you to leave px unsupervised?**

**Outcome, Actions, Timeframe: Communication with co-workers is key.**

**3.Sub-topic: Food cannot be used as a consequence.**

**Discussion:**

**Outcome, Actions, Timeframe:**

**4.Sub-topic: Falsification of documents**

**Discussion: Anything that is not true that is documented is falsification.**

**Outcome, Actions, Timeframe: Documentation will be your best method of back-up.**

**5.Sub-topic: Blue Folders**

**Discussion: Px from PFSF**

**Outcome, Actions, Timeframe: At intake copy the information and return the folder to the person transporting the youth.**

**6.Sub-topic: Updated Staff Schedule**

**Discussion:**

**Outcome, Actions, Timeframe:**

**7.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-**

**NEED SATURDAY AND SUNDAY EVENING SHIFTS.**

**VII.Other Business:**

***1.Sub-topic:* Meeting Sign-Out**

***Discussion:* Staff signed out on the meeting attendance log**

***Outcome, Actions, Timeframe:* Sign-out Time- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***2.Sub-topic:* A Drop For Your Bucket**

***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:***

**2.Sub-topic:**

**Outcome, Actions, Timeframe:  JUNE BIRTHDAYS:**

**ANGIE ROWDEN 6/14**

**KEVIN LEE6/27**

**Submitted by:**

**Cassandra McCray 6/27/19**