**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 03/29/2024

Time: 9:00 am

Location: IYP-East

Date of Next Meeting: 04/25/2024

Attendance: Alex, Joy, Cherelle, LaToya, Karen, Angela, Errol,

Absent: Krystal, Monica, Izel, Gary, Gabrielle, Dayshana, Val, Lytinia

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

 *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:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

*2.* *Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

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

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe*:

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

# II. Health and Safety:

A. External Inspections

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

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

**2.** *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****:* Peer Review**

 *Discussion:* Peer Reviews are due for the 3rd Quarter. Please submit the complete data by

 *Outcome, Actions, Timeframe:* **4/5/2024**

*2. Sub-topic:* **Huge thank you to all Staff duties,**

 *Discussion:*The Residential Supervisor is pleased to announce that we successfully passed the QI and DCF Audits. A special thank you to the daytime staff had specific duties to review files and records and to all staff for reviewing the files and making corrections as necessary. There is NO “I in TEAM”. Therefore, it took all of us to be successful in our Audit Goal of passing.

*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:* **CARF**

 *Discussion:* (Reviewer: Mary Williams) will report to the IYP-East office on 4/3/2024 Wednesday. She will tour the shelter, interview staff and participants, review health and safety, and review records. All staff should wear badges on that day. If you do not have one, please inform Karen Bethel of such. Supervisor reviewed the CARF considerations and staff were provided a copy.

 *Outcome, Actions, Timeframe:* **04/3/2024**

*2.* *Sub-topic:* **Review of CARF considerations.**

 *Discussion:* Staff will be provided with a copy

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

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* **Policy and Procedures**

 *Discussion:* All staff are to print forms from intranet only. Do not make up new forms.

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

2. *Sub-topic:* **Review of the Policy #-1138- Search policy**

 *Discussion:* Staff will be provided a copy.The new Search Policies have been placed in both girl’s and boy’s dayroom.

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

3 *Sub-topic:* **Review of the Policy #-1127- Do’s and Do Not’s.**

 *Discussion:* Staff was provided a copy. The residential Supervisor have heard staff raise their voices at participants and stating. “Shut- Up”. These actions of staff are unacceptable. As we have learned in Managing Aggressive Behavior Training that actions may be a target and can provoke participants to act out inappropriately.

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

4. *Sub-topic:* **Supervision**

 *Discussion*: Staff need to remember that full supervisionof youth are needed at all times. There have been verbal reports from participants that staff have been being on their cellular phones during LMA and not recognizing conflicts that are occurring. This is unacceptable. If these action continue it can lead to a Staffing Memo with the Supervisor/ Director and/ or being Written Up.

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

5.  *Sub-topic:* **New Florida Abuse Logbooks**

 *Discussion:*There are new Logbooks dated 2023 and 2024 in the Main Office. If you complete a DCF Abuse Report the original DCF form is placed in the Participant file and a copy of the report is placed in the Florida Abuse Logbook. The form will also be forward to the COO for further review.

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

*6. Sub-topic:* **Reporting to work on time**

 *Discussion:*Please be respectful to your staff members who have already worked their 8 hour shift and are ready to go home on time. Please report on time to work, so that staff can get off of work at their scheduled time.

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

*7.**Sub-topic:* **Professionalism at work**

 *Discussion:*Please do not answer the door while eating food or snacks. Food should not be eaten in front of participants. And, your music should be turned down while supervising youth. Do not wear head bonnets to work. Staff should be wearing closed toes for safety purposes.

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

*8. Sub-topic***: Vacation Reports**

 *Discussion:*Pleaseremember, as indicated on the monthly/ weekly staff schedule, **no leave is approved without finding YOUR own coverage.** It is staff responsibility to find their own coverage prior to submitting a vacation request to the Supervisor/ Director.

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

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:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:*

# 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****:* Emails**

 *Discussion:* Be vigilant and report suspicious emails

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

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1.* *Sub-topic:* **Summer Enrichment Program**

 *Discussion:* The designated staff should complete Summer Enrichment Program ideas and present the flyers to Cindy, ASAP, but no later than April 24th, which is our next EMT/CINS Meeting. Please be prepared to distribute to community partners and schools as soon as completed in April or May, but no later than April 25, 2024.

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

2. *Sub-topic:* **Review of the interface Rules**

*Discussion:* Non-Negotiable, Major Rules, and Primary Rules) and the expectations of the 1st, 2nd and 3rd. . Violation. **Non-negotiable rule violations** may result in removal from the program, Please note, that the request for the removal from the program must determined by the Supervisor/ Director only.

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

*3.**Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

*4. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

*5. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **IYP- Team**

 *Discussion:* Thank you for all your hard work that you give to this IYP-East shelter. Your dedication is appreciated “Work Hard, be kind, and amazing things will happen.”

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

*2*. *Sub-topic:* **Employee of the month**

 *Discussion:* Congratulations Krystal Sweat, on a job well done.

 *Outcome, Actions, Timeframe:* **For the Month of March**

Respectfully submitted by: Karen Bethel Date: 3/29/2024

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| Approved: |  |  |
| Alex Culbreth |  | 4/2/24 |

 Name Date