**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 05/25/2023

Time: 9:00 am

Location: IYP-East

Date of Next Meeting: 06/28/2023

Attendance: Errol, Monica, Alex, LaToya, Lytinia, Joy, Russ, Gary, Cherelle, Veronica. Gabrielle, Julie

Absent: Izel, Pat, Marianna, Val, Karen

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Kitchen items/ procedures**

*Discussion:* We must conserve everything we can in order to save money and hopefully get a bonus this year. Hot breakfast should be made right before the kids eat it, not hours before and then heated in the microwave. Dates need to be on all items, opened date and expiration date, not just fridge items. Stuff kept in freezer must be taken out of the original packaging and placed in a Ziploc bag with dates opened and the expiration date. There has been way too much waste lately and this takes away your bonus.

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

*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:* **Training**

*Discussion:* Please ensure all training are complete for the month. If you cannot log into a system let Mrs. Karen Know ASAP! The fiscal year is almost up. All training needs to be completed by June 30th.

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

*2. Sub-topic:* **Shift Coverage/ Time off**

*Discussion:* Please find coverage before taking time off, especially for an extended of time. Your immediate supervisor must be notified when taking time off or when switching shifts, regardless of time. Your immediate supervisor must be notified when taking time off or when switching shifts, regardless of what your position is. No overtime is allowed unless approved PRIOR to by your immediate supervisor. Flex time is ONLY used in the week it is accrued unless authorized previously by your immediate supervisor. There has been too much time taken off recently. Prior to day off all staff must submit a vacation request to your supervisor with at least 24 hours’ notice and receive approval before the time is granted . If you are sick for two days in a week a doctor’s note will be required. Please get with Ms. Monica or myself to cover shifts. When you cover s shift you will be expected to complete all duties of that shift (cleaning, cooking, supervision, log book entries, transport, etc,) this is why when you are trained you are trained you are trained on all shifts. All staff are expected to complete ALL tasks of the shifts that are covering. Accommodations can be made for certain prior approved reasons and/ or you can speak with your co-worker to switch tasks only with their agreement and the supervisor’s approval.

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

E. Annual Budget Planning and Process

*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:* **Program Updates:**

*Discussion:* We still need 1 more part-time YCW QI updates/info. I would like to introduce the new Residential supervisor Mr. Russ Berger, Enhanced summer program is about to start.

*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:*

*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:* **Medication**

*Discussion:* EVERY YCW is trained on how to dispense meds out of the Pyxis now. After you have been observed giving meds by Mrs. Conny and cleared, then you WILL be expected to give meds. Before breaking cubbies open get with Monica and see if we can get them out another way.

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

B. Counseling and Programming Issues

*1.* *Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

2. *Sub-topic:* **Shelter Phones / Doors**

*Discussion:* Screenings will be completed by WHOEVER answers the phone. Someone may not be I their office to take the call or may be the phone with someone else or in a meeting, DO NOT transfer screenings to other phones, this may send them to voicemail. Do not just scan screenings to me, notify me that you sent it so I can review it immediately. Everyone is expected to answer the door. The phone should not ring multiple times and the doorbell

Should not ring multiple times before they are answered.

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

*3. Sub-topic:* **Shelter Procedures**

*Discussion:* Do not copy UERS or CCCs anymore. Place them in the book and I will see them. Facebooks- EVERY shift needs to be completed with points entered and added up, this has not been occurring on a consistent basis. Whole shifts are being left blank. The shift leader should complete the mock drill or ensure that it is completed. All relevant entries must be highlighted.

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

4. *Sub-topic:* **Cell Phone**

*Discussion:* YCWs supervising Pxs should NEVER be in their personal cell phones. This is still too much of an issue and it interferes with proper and safe supervision of Px’s. Pxs should be closely monitored at ALL, times insides and outside. Pxs should be on the other side of the building where they cannot be seen clearly by staff.

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

*5.**Sub-topic:* **Visitors**

*Discussion:* If staff have a visitor they are to stay outside at all times and not enter the shelter. Former employees are not allowed in the shelter unless they are here to conduct business for the shelter.

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

*6.**Sub-topic:* **Files**

*Discussion:* Case notes need to be completed in a timelier manner. Files should be ready for disposition the day after the child leaves the shelter. File/log entries need to be completed before the shift ends. We are having way too many missing / late entire. We are having way too missing/ late entries. We are having way too many stickie’s on files. This is unacceptable.

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

**VII. Other Business:**

*1. Sub-topic:* **Shine Board**

*Discussion:* All comments left on shine board were acknowledged

*Outcome, Actions, Timeframe:* **All congratulated on a job well done**.

*2***.** *Sub-topic:* **New Employee**

*Discussion:* Let’s welcome our new Residential Supervisor Mr. Russ Berger

*Outcome, Actions, Timeframe:* **Hired on 05/18/2023**

Karen Bethel 05/25/2023

Respectfully submitted by: Date:

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| --- | --- | --- |
| Approved: |  |  |
| Alex Culbreth |  | 5/26/2023 |

Name Date