**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Staff Meeting

Date: July 14, 2022

Time: 9:00 AM

Location: IYP-NW

Date of Next Meeting: August 18, 2022

Attendance: Shalay C., Walter D., Kathy H., Carlton J., Wanda C., Belinda K., Carlos L., Ralph M., Tonda N., Sabriena W.

Absent: Roslyn C., Kaitelyn J., Michael M., Bessie S., Daphena W., SherrieAnn W.,

**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:* **Upcoming Staff Training Day August 5, 2022 – Sabriena W., Regional Director** *Discussion:* Our Next group staff training day is Friday August 5, 2022. We will be giving you more information as we get closer to the day such as time of training on August 5, 2022 etc

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Training files – Walter D., Administrative Assistant**

*Discussion:*We have started a new fiscal year/Training year. This means you start all over with trainings. There will be trainings you cannot complete for a year or possibly 2 depending on the training and when it was taken. All other trainings must be completed in a timely manner. We must be in compliance with training time frames, if not weather the training is completed or not, if that time frame has not been met QI will gig us on that very point. We do not have a very good track record with our training for the past 3 years and it is your responsibility to complete your training. It’s not my responsibility to remind you of the training you have to complete. Although I do put out several times a year what training you’re lacking. You should keep up with that documentation again as it is your responsibility to do so. As I have stated in past meetings if you have any questions about your training come see me. With all that being said we have a new training spread sheet that Ms. Lopez from Central has created and I have been working on for the past few days. It has been a process converting over from our last system to this one to say the least, and hopefully it will be up to QI standards. Thank you Ms. Williams and Mr. Carlos for both of your input during this project.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*4. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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:*

*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:* **Confidentiality & HIPPA – Sharing PX Info. – Sabriena W., Regional Director**

*Discussion:* Do not share participant’s information with just anyone, make sure you are doing this appropriately and with the people that are authorized to discuss it.

*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:* **Nurse Input – Kathy Hardee, RN**

*Discussion:* Participant SC uses an inhaler, it is in the closet in the nurse’s station. Be sure to document when it is used. It is an as needed prescription, so there is no set time frame. Non-controlled medications is counted by the nurse. If this pops up in the system document the last date and time Ms. Kathy did the count. Youth Care Workers don’t do this count.

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Shift Exchanges – Sabriena W., Regional Director**

*Discussion:* Thank you for doing the shift exchanges and doing them up in the intake room, please continue the good job!

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Kitchen Cleanliness – Sabriena W., Regional Director**

*Discussion:* Be very mindful of the cleanliness of the kitchen. Make sure we are cleaning out the sinks after each use appropriately, this means sanitizing them. There is mold in the sinks and Ms. Williams will be going to pick up cleaner for this issue today. The refrigerator and Freezer will be maintained by Ms. Belinda, but we are all responsible for keeping them clean! *Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Progress Notes – Sabriena W., Regional Director**

*Discussion:* Please make sure you are documenting in the progress notes of each participants file of what is going on during your shift with that child. This information is used by Ms. Williams, Ms. Tonda, and Mr. Carlos to see what is happening with participants on each shift to see if there are any issues or goals that child has met etc.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Behavior Management System (F-PR-1326)**

*Discussion:* Expectations Explained at Orientation/Intake. Clear Distinctions made (Non-Negotiable Rules, and Primary Rules). Positive & Negative Impact of behaviors explained. Assessment and Daily Point Range. Achievement Point Range. 1st, 2nd, and 3rd Violation Consequences. Handouts were gone over during this staff meeting.

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* **Counselor Input – Tonda Nelson, M.Ed. Residential Counselor**

*Discussion:* Ms. Tonda was having technical issues this morning. And will submit her issues to Mr. Carlos and Ms. Williams.

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Alternative Juice for snack time – Sabriena W., Regional Director**

*Discussion:* Juice boxes have become very expensive right now and we have now replaced them with Kool-Aid for Snack-Time ONLY! Ms. Belinda will make it and then after you have used it up, please be sure to make some more for the next snack-time. Thank you!

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Conf. Rm / Dining Rm / Large L/R – Sabriena W., Regional Director**

*Discussion:* Please do not use the conference room during the day time office hours as Ms. Williams, Mr. Carlos and Mr. Walter are working and taking calls and have conference calls/meetings that we have to attend and the background noise can cause issues during these times. So please feel free to use the Dining Room and or the Large Living room for your activities, Thank you!

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Staff Shout OUTS!!**

*Discussion:* Shout out to all staff on their training for last fiscal year and Shout out to Stephanie, Ralph, Carlton and myself for the training you have done for this year!

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Carlos Lopez |  | 7/14/2022 |

Name Date