**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **smiypnw32824**

Date: **March 28, 2024**

Time: **9:00AM**

Location: **IYP-NW**

Date of Next Meeting: **4/25/2024**

Attendance: Brandi B., Roslyn C., Walter D., Keren G., Kathy H., Josie J., Carlton J., Wanda J., Ralph M., Sharon M., Tonda N., Bethany S.

Absent: Shalay C., Bessie S., Daphena W., Sabriena 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:* **Potential Youth Care Workers – Brandi B., Residential Supervisor**

*Discussion:*  We have 2 in the background process.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Training (HIGH ALERT) Walter D., Administrative Assistant**

*Discussion:*  Emails have been sent out to staff that need to complete training. See me if you have any question.

*Outcome, Actions, Timeframe:*

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:* **CARF April 3rd – 5th Shelter Tour – Brandi B., Residential Supervisor**

*Discussion:*  CARF will be here April 3rd through the 5th and specifically here at the Northwest shelter after lunch April 3rd for the Program side of the review.

*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:*

*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:* **Residential Nurse Observations – Kathy H.**

*Discussion:*  None at this time.

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Census Count – Brandi B., Residential Supervisor**

*Discussion:*  Our census count needs to be 6 – 8 participants at all times in shelter. We need to be completing all screenings and get them to myself or Sabriena for review.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Holiday Furloughs** **– Brandi B., Residential Supervisor**

*Discussion:*  Participants that can go home will be going for the day on Easter Sunday; those who are not going home will be going with me to an Easter Sunday church service.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Wand Protocol – Brandi B., Residential Supervisor**

*Discussion:*  All participants will be scanned with the wand upon entering the shelter from all outside activity.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Bed Scans** **– Brandi B., Residential Supervisor**

*Discussion:*  We seem to be having issues with the scanner picking up the bed scans. If this happens you will need to complete a UER for each time this issue happens and then document the scans in the appropriate binders. Give the UERs to me or Sabriena for review and to be sent over to IT, and Cindy.

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* **Staff Interactions/Staff Supervision.** **– Brandi B., Residential Supervisor**

*Discussion:*  Staff needs to remember that full supervision of youth is needed at all times. You need to keep a close eye on your participants ALL the time, also be in ear shot of them so you can hear them as well as see them. If you can’t see or hear them, they are not being supervised. This should be happening during chore time as well when chemicals are in use. You need to be more involved with the children, in doing so you keep down the issues of negative behavior and you know what the children are doing.

*Outcome, Actions, Timeframe:*

*6. Sub-topic:* **Leave Forms – Brandi B., Residential Supervisor**

*Discussion:*  All staff leave forms need to be turned in 2 weeks in advance to be considered.

# *Outcome, Actions, Timeframe:*

*7. Sub-topic:* **Staff Schedules – Brandi B., Residential Supervisor**

*Discussion:*  Keep your eyes on the staff schedules they are subject to change at any time you may be added to other shifts you normally don’t work so be sure to check it out frequently. If you need to call out, we need to use Part-time and PRN staff first before Full-time staff.

# *Outcome, Actions, Timeframe:*

*8. Sub-topic:* **Door in Youth Care Workers Office** **– Brandi B., Residential Supervisor**

*Discussion:*  The door exiting out of the Youth Care Workers office into the boy’s hallway is to be closed at ALL times, if this door is open when reviewing the camera you cannot see anything because of the door. Keep the door closed.

# *Outcome, Actions, Timeframe:*

*9. Sub-topic:* **Cellphones on the floor** **– Brandi B., Residential Supervisor**

*Discussion:*  There are to be NO cell phones on the floor, you will be written up. We have spoken about this several times in staff meetings.

*Outcome, Actions, Timeframe:*

*10. Sub-topic:* **Document all interactions with youth/Document behaviors** **– Brandi B., Residential Supervisor**

*Discussion:*  Document all interactions with youth – document behaviors and any issues that are going on with the child/children. This is a very important part of your job.

*Outcome, Actions, Timeframe:*

*11. Sub-topic:* **Senior Youth Care Worker Observation – Wanda J.**

*Discussion:*  None at this time.

*Outcome, Actions, Timeframe:*

*12. Sub-topic:* **Residential Counselor Observations – Tonda N.**

*Discussion:*  None at this time.

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Clean oven – Brandi B., Residential Supervisor**

*Discussion:*  The oven will be cleaned once a month – Rotated for each shift (Names will be in the logbook for this task).

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Brandi Bell |  | 4/8/2024 |

Name Date