**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Staff Meeting**

Date: **May 12, 2022**

Time: **9:00 AM**

Location: **IYP-NW**

Date of Next Meeting: **June 16, 2022 @ 9:00 AM**

Attendance: Shalay C., Walter D., Kathy H., Carlton J., Wanda J., Carlos L., Ralph M.,

Sharon M., Bessie S., Daphena W., Sabriena W., SherrieAnn W.

Absent: Roslyn C., Katelyn J., and Michael Mc.

**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:* **Open House – Carlos L., Residential Supervisor**

*Discussion:*  Join us on May 24th

Join us for our Open House at our Interface Youth Program- North West Region!  
Visitors will get a chance to meet our staff, get a tour of Interface and have the possibility to hear directly from previous families and youth. We will have refreshments & a Q+A panel. We will also have CDS incoming CEO, Phil Kabler.  
**LOCATION:**Interface Youth Program North West Region  
1884 SW Grandview ST, Lake City, FL 32025

**DATE & TIME**

May 24, 2022, 3:00 PM - 5:00 PM

Don't forget to register.  
We hope you can join us!

*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:*  **Medication Management & Suicide Assessment/Prevention Trainings (Mrs. Kathy & Ms. Stephanie) – Carlos L., Residential Supervisor**

*Discussion:*  ALL staff that need these trainings will need to get with either Mrs. Kathy and or Ms. Stephanie to set these trainings up with them.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  I gave a report of the most recent trainings completed and those that have not been completed. Those who still have trainings due will be scheduled by Mr. Carlos to complete them.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:*  **Civil Rights training**

*Discussion:*  This training has got to be completed by ALL staff no later than this Friday!

*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:* **Policy Review: Supervision & Staffing Ratio/Scheduling (P-1121) – Carlos L., Residential Supervisor**

*Discussion:*  1 staff to 6 youth during awake hours and community activities.

1 staff to 12 youth during the sleep period, with at least one staff on duty of the same gender as the youth is preferred but not required. A minimum of two staff on schedule at all times, 1 male staff and 1 female staff scheduled is preferred but not required. Volunteers, practicums and interns may not be used in calculating staffing ratios.

Full and part-time staff is typically assigned to a regular 40-hour, 20-hour, 15-hour or 10-hour workweeks. Schedules are subject to change by the Regional Director, Residential Supervisor, or designee.

Staff is expected to cooperate in the event of rescheduling due to unforeseen circumstances, i.e., absence of other staff members, illness, etc. ***In addition staff currently on duty is expected to remain until replacement staff have arrived and ensure that the incoming staff is appropriately oriented to the present circumstances before the current staff is relieved from duty.***

If a staff member is unable to report to their scheduled shift due to any reason, the following procedures should occur:

If the employee works the **day shift** he/she will give at least **10 hours notice.**

If the employee works the **evening shift** he/she will give at least **8 hours notice.**

If the employee works the **over night shift**, he/she will give at least **12 hours notice.**

*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:* **Staff Concerns**

*Discussion:*  No discussion at this time.

*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 H., RN**

*Discussion:*  No issues at this time with the exception of one of our participants has an afternoon medication. So be aware of that medication and participant.

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

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

*Discussion:*  Remember that ALL shifts are to conduct a shift exchange & in the Intake room, away from all the participants. Shift exchange should never be done on the floor, or anywhere around the children at any time.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **ALL SCRENNINGS are to be reviewed by the Supervisor (place in door box) – Sabriena W., Regional Director**

*Discussion:*  **ALL screenings** will be reviewed by the supervisor, if he is not here place it in his door box. Then it will be given to Walter to put into the Data system.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:*  **Positive Participant/Staff Interactions – Sabriena W., Regional Director**

*Discussion:*  We must continue our positive participant/staff interactions to make the facility a more positive experience for the participants and the staff. Much more can be accomplished with positivity than negativity.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Bagged Lunches Preparations during SEP – Sabriena W., Regional Director**

*Discussion:*  The midnight shift will prepare the lunches for the next morning’s outings.

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* **Over Time**

*Discussion:*  **ONLY OVERTIME AUTHORIZED IS WHAT IS ON THE SCHEDULE!!**

*Outcome, Actions, Timeframe:*

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

*Discussion:*  We have no issues at this time.

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Summer Incentives/Participant shout outs**

*Discussion:*  During our summer program we are giving out incentives to participants as well as staff. Examples participants greeting staff as they come in or as they leave. Positive youth behavior, staff behavior etc.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Incentive Store – Sabriena W., Regional Director**

*Discussion:*

*Outcome, Actions, Timeframe:*

*3. Sub-topic:*  **Family Fun Day – Carlos L., Residential Supervisor**

*Discussion:*  The Richardson Community Center is hosting this event. There will be fun activities, food music, games, and more for the whole family to enjoy! Corn Hole classes amd tournament, Volleyball and Kickball games, Bounce house, shaved Ice, and more!

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Carlos Lopez |  | May 12, 2022 |

Name Date