**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Staff Meeting**

Date: **June 22, 2023**

Time: **9:00 AM**

Location: **IYP-NW**

Date of Next Meeting: **July 14, 2023**

Attendance: Roslyn C., Walter D., Kathy H., Josie J., Carlton J., Katelyn J., Wanda J., Ralph M., Sharon M., Bethany S., Daphena W., Sabriena W.

Absent: Shalay C., Michael M., Bessie S.,

**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:* **Screenings/Intake training**

*Discussion:*  If you need any training on screenings and or Intakes schedule your training with Mrs. Wanda. Or if you need a refresher in screenings or Intakes, Mrs. Wanda will schedule a time with you. It’s very important that the screenings and intakes get completed with all the necessary information otherwise it cannot be put into the systems.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  Saturday July 1st the New Fiscal Year starts, which means training has officially started over! All CARF training needs to be completed by Friday July 7th. All DCF training needs to be completed by Wednesday July 12th. Friday July 14th is our all day training. We will start at 8am and will end at 4pm. We have 3 people that need MAB training before August 22nd.

*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:*

*Discussion:*  No 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:*

*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:* **Participants and Staff Temperatures discontinued – Sabriena W., Regional Director**

*Discussion:*  We are no longer recording participants and staff temperatures for now.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Residential Nurse Observations – Kathy H.**

*Discussion:*  We have Aiden that takes a noon time medication and we need to be mindful that we don’t forget to take this medication with you if you are out of the house and will not be back before noon. Also I need to be aware of any intakes, discharges, and home visits where the child has medications so I can prepare for these events.

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Staff Schedules – Consistency, Sabriena W., Regional Director**

*Discussion:*  Staff schedules are subject to change, you may be working a shift you normally do not work or days you normally don’t work and even time frames that you normally do not work. You may be asked to fill-in, as we try to accommodate people asking for time off and or if something comes up with other staff members. Be aware of your schedule. ALL leave request must be a 2 weeks’ notice in before the scheduled dates asked off.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Lights on during midnight shift – Video surveillance, Sabriena W., Regional Director**

*Discussion:*  The lights are to be on at all times during the midnight shifts, with the exception of the boys and girls bedrooms. It makes it very difficult for the video to pick up anything if the lights are off and it is also for other safety reasons. Remember, lights are on at all times! During QI reviews if the lights are off and they can’t see you, you’re not doing your job per QI reviewers.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **On-Call Procedures – Sabriena W., Regional Director**

*Discussion:*  The On-call system has changed. I am on call Monday – Friday and Walter and Wanda are alternating weekends. Please be aware of who is on call as it is posted on your work schedules. There is an on call cell phone you are to call and that number is (904) 431-9724 this is the number to call for staff that are on call when I am not. Use this number first and if you cannot reach the person on this phone then use the number you have for them.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Mock Screenings / Florida Network – Sabriena W., Regional Director**

*Discussion:*  Be aware that the Florida Network does make calls for Mock Screenings. This is a part of their QI standards to see how we conduct ourselves during our overall screening process, if we are actually following through with the process, by doing the screening right then or if we are putting off doing the screening to a later date or time. Anytime a screening call comes in we are to do everything possible to complete the screening reassure the caller that we are listening and that we will get back to them as soon as we can with an answer on if the child is or is not a good fit for our program by passing this information on to your supervisor. And then getting back to the caller with our response, in a timely manner.

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* **Cellphones on the floor (NO PHONES ON THE FLOOR) – Sabriena W., Regional Director**

*Discussion:*  You are not to have your cell phones on the floor. If you are seen on camera with your cell phone in your hand it will show that you are not supervising the participants which is your job. If you have to use your phone or make a call. Please excuse yourself off the floor and let your shift partner know what you’re doing and return right back to the floor as soon as possible. We do have a policy on cell phones.

*Outcome, Actions, Timeframe:*

*6. Sub-topic:* **Staff – Participant Interaction (Every staff need to participate with youth) – Sabriena W., Regional Director**

*Discussion:*  I have been seeing less staff – participant interactions. It is your job to interact with the participants, which means playing cards with them, doing Large Muscle Activities with them not just watching them, playing board games with them. To keep them occupied your participation is needed and expected. Keep your participants engaged, this will keep down negative outcomes if the participants know you’re involved with them.

*Outcome, Actions, Timeframe:*

*7. Sub-topic:* **Residential Counselor Observations – Tonda Nelson**

*Discussion:*  Hailey has many issues, trauma etc. We have to try and redirect her behavior. Other than that all other participants are doing well.

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Laundry/Lien Schedule Chart – Sabriena W., Regional Director**

*Discussion:*  Make sure we are following the Laundry/Lien chart schedule as it is so we are making sure that this is getting done. Also do not forget to document this in the log book as well, when completed.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Summer Camp – Senior Youth Care Worker Observations, Wanda J.**

*Discussion:*  The summer program is going well we are staying busy with field trips, guest speakers, arts and crafts, group counseling with Ms. Stephanie D. every Monday and Friday, group activities every afternoon, walks around the lake every morning, house meetings, social skills, movies and water day every Friday weather permitting.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Staff Concerns & Shout Outs**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Sabriena Williams |  | 8/15/2023 |

Name Date