**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting:Staff Meeting

Date: July 14, 2023

Time: 8:00 AM

Location: IYP-NW

Date of Next Meeting: August 24, 2023

Attendance: Shalay C., Roslyn C., Walter D., Keren G., Kathy H., Josie J., Carlton J. Katelyn J., Wanda J., Michael M., Ralph M., Sharon M., Tonda N., Bethany S., Daphena W., Sabriena W.

Absent: Sherrie Ann 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:* **Screenings/Intake training – Sabriena W., Regional Director**

*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:*  See me for your training spreadsheet to see what trainings you need to complete. Do not forget to sign in for each training today in order to get credit.

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

*Discussion:*  No issues at this time with medications.

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. 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:*

*2. Sub-topic:* **Intake Updates**

*Discussion:*  We no longer need to ask for check stubs, only Birth Certificate, Social Security Card, and Parental ID copies.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  I have been seeing more staff – participant interactions. Reminder, 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. Thank you for the improvement.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  There are no issues at this time with the participants.

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. 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:*

*2. 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:*

*3. Sub-topic:* **HOT TEMPS OUTSIDE – Sabriena W., Regional Director**

*Discussion:*  On those days we are expecting high/hot temperatures we will be choosing alternate Large Muscle Activities for those days. That would go for rainy/stormy days as well.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Schedules** **– Sabriena W., Regional Director**

*Discussion:*  Wanda will be going on a 3 week vacation, so be mindful of your work schedule as there will be changes to the schedule. For the next 3 weeks be sure to look at your schedule closely.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  The summer program continues to going well we are staying busy with the participants and having a great time. We had one of our participants invited to a summer camp by the Harn Museum.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Sabriena Williams |  | 8/15/23 |

Name Date