

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Staff Meeting

Date: August 5, 2022

Time: 8:00 AM

Location: IYP-NW

Date of Next Meeting: 9/15/2022

Attendance: Shalay C., Roslyn C., Walter D., Kathy H., Carlton J., Katelyn J., Wanda J.,
Belinda K., Carlos L., Ralph M., Sharon M., Bessie S., Daphena W.,
Sabriena W., SherriAnn W., Tonda N., Phil K.

Absent:

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: **Outreach other outlets**

Discussion: You can post on ALL your Social Medias Instagram, Facebook, Twitter etc. as a form of outreach.

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: **Training – Sabriena W. – Regional Director**

Discussion: New Training trackers are now being used. We are trying to get ALL the shelters on the same page with this. We have got to do better! CDS as a company got a Limited on our trainings. Use this day to get your training done! We will be scheduling training days for individuals. Please let me or Mr. Carlos if you're having issues with anything related to trainings. Also give Walter a big Thank you for all he is and has been doing with keeping us on top of training and his hard work on this new training tracker, he has spent a lot of time to make sure we are ready for QI.

Outcome, Actions, Timeframe:

2. Sub-topic:

Discussion:

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:

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:*

Discussion: No discussion

Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

1. *Sub-topic:* **Supervision – Carlos L., Residential Supervisor**

Discussion: To clarify this, Youth Care Workers, Regional Directors, Residential Supervisors, and Residential Counselors can supervise youth in shelter. House Managers, Registered Nurses, Administrative Assistants, Guest speakers, Tutors, and Volunteers **CANNOT** supervise the children.

Outcome, Actions, Timeframe:

2. *Sub-topic:* **Building the best team we can – Carlos L., Residential Supervisor**

Discussion: Team work/team building: we have the ability to do this, we have the people to do this, we have the knowledge, and we have the materials we need to accomplish these goals.

Outcome, Actions, Timeframe:

3. *Sub-topic:* **Timesheet Accuracy – Carlos L., Residential Supervisor**

Discussion: Make sure you are putting the correct times on your timesheets. This can be checked by several different resources: The Log Book, the camera etc. If you are running late, or you will be late call and let your Supervisor know so they can pass this information on to your shift partners. If you have not heard from your shift partner or your supervisor has not indicated that they will be out or late for work YOU call them. Please be mindful of your shift partners.

Outcome, Actions, Timeframe:

4. *Sub-topic:* **Shift Exchange – Carlos L., Residential Supervisor**

Discussion: ALL shifts are to do Shift Exchanges! ALL shift exchanges should be occurring in the Intake room away from all participants.

Outcome, Actions, Timeframe:

5. *Sub-topic:* **Shelter Population – Sabriena W. – Regional Director**
Discussion: We have got to keep our numbers up! If we do not keep our numbers up, it could mean the end of our program. Everyone in this group is an Outreach person!! We ALL need to be doing outreach in our community. When you complete any outreach, you will need to fill out an outreach form and then give it to Walter in order to get credit.
Outcome, Actions, Timeframe:
6. *Sub-topic:* **Screenings – Sabriena W. – Regional Director**
Discussion: Please continue to do screenings, give them to myself or Mr. Carlos and we will make the determination of whether or not the child is appropriate for our program or more suited to one of our other programs.
Outcome, Actions, Timeframe:

VII. Other Business:

1. *Sub-topic:* **Staff introduction to New CEO – Carlos L., Residential Supervisor**
Discussion: All staff in attendance introduced themselves to Phil K., CEO
Outcome, Actions, Timeframe:
2. *Sub-topic:* **Shout out from our Summer Enrichment Program Participants to staff. Sabriena W. – Regional Director**
Discussion: Mrs. SherrieAnn got 13 votes, Ms. Shalay got 8 votes, Mrs. Wanda got 7 votes, Mr. Ralph got 6 votes, and Mrs. Katelyn got 5 votes, Mr. Carlos got 1 vote, Ms. Tonda got 5 votes, Ms. Nicole got 4 votes, Mr. Michael got 1 vote, Ms. Daphane got 1 vote, Mrs. Sharon got 5 votes, and Ms. Roslyn got 3. Congratulations to you ALL.
Outcome, Actions, Timeframe:
3. *Sub-topic:* **Summer Enrichment Program (Shout Outs) – Sabriena W. – Regional Director**
Discussion: We would like to thank the following for all their hard work and everything they did to make it a big success! Columbia County Library, Columbia County 4-H, Mrs. Kathy, Mrs. Sharon, Mrs. Wanda, Mrs. Katelyn, Ms. Shalay. ALL 3 shelter Summer Programs were up in numbers.
Outcome, Actions, Timeframe:
4. *Sub-topic:* **Staff Speaking Out! – Sabriena W. – Regional Director**
Discussion: Gossiping has got to stop. I have heard everyone's name in or associated with gossip. This is going to STOP! If you have an issue with ANYONE, or ANYTHING you need to speak to management after you have spoken to the person you have an issue with first. If it is something else you need to go to your supervisor. Use the chain of command. Mr. Carlos is your supervisor. I'm the next person after him (Mrs. Williams). Then Cindy S. the COO, after her is Phil K. the CEO and final step. WE need to do better. We need to address these issues and come to a resolution!
Outcome, Actions, Timeframe:

Respectfully submitted by:



Carlos A Lopez Jr
 Residential Supervisor

Name

9-7-22
 Date

Timekeeper- Staff Meeting Hours
CDS Family & Behavioral Health Services, Inc.

Date: August 5, 2022 Place: IYP-NW
 Type of Meeting: IYP-NW STAFF MEETING Sabriena Williams & Carlos Lopez
 Timekeeper: Walter Disbrow

Employee's Last Name	Employee's First Name	Signature	Date of Meeting	Time In	Time Out	Total Time
CAMPBELL	SHALAY	<i>Shalay Campbell</i>	8/5/22	8:00am	9:00am	1 hour
CONNOR Conner	ROSLYN	<i>Roslyn Connor</i>	8/5/22	8:00 AM	↓	
DISBROW	WALTER	<i>Walter</i>	8/5/22	8:00am		
HARDEE	KATHY	<i>Kathy Hardee</i>	8/5/22	8 AM		
JONES	CARLTON	<i>Carlton Jones</i>	8-5-22	8:00am		
JONES	KATELYN	<i>Katelyn Jones</i>	8-5-22	8:00am		
JONES	WANDA	<i>Wanda Jones</i>	8-5-22	8:00am		
KENNEDY	BELINDA	<i>Belinda Kennedy</i>	8-5-22	8 AM		
LOPEZ	CARLOS	<i>Carlos Lopez</i>	8-5-22	8am		
MCQUAY	MICHAEL					
MONTGOMERY	RALPH	<i>Ralph Montgomery</i>	8-5-22	8am		
MONTGOMERY	SHARON	<i>Sharon Montgomery</i>	8-5-22	8:00a		
SIVERAIN	BESSIE	<i>Bessie Siverain</i>	8-5-22	8 AM		
WESTON	DAPHENA	<i>Daphena Weston</i>	8/5/22	8:00am		
WILLIAMS	SABRIENA					
WOODSON	SHERRIEANN	<i>SherrieAnn Woodson</i>	8-5-22	8:00am		
Nelson B	Tonda	<i>Tonda Nelson</i>	8-5-22	8:00		
KABLER	Phil	<i>Phil Kabler</i>	8/5/22	8:00A		

Supervisor Signature: _____

Time Keeper Only Complete this Section

Comments: *[Signature]*

Carlos A Lopez Jr
 Residential Supervisor

AGENDA
IYP-NW Annual Staff Meeting
August 5th , 2022

8:00 AM- 9:00 AM Staff Meeting **Carlos Lopez / Sabriena Williams**

9:00 AM -10:30 AM Suicide Prevention / Signs and Symptom of M.H. & S.A.
Stephanie Douglas, MA LMHC

10:30-12:00 HIV AIDS/ Universal Precautions/ Medication Management / EpiPen
Refresher **Kathy Hardee, RN**

12:00 – 12:30 Lunch

12:30 – 1:00 Program Updates / Participant Awareness Activity - **Cindy Starling, C.O.O.**

1:00 PM – 2:00 PM Behavior Management Training - **Carlos Lopez**

2:00 PM – 2:30 PM Trauma Informed Care **Sabriena Williams**

2:30 PM – 4:00 /5:00 **Computer Based Training**

