



September 14th, 2021

9:00 AM- 10:00 AM

IYP- NW

AGENDA

Introduction – Carlos Lopez (Residential Supervisor)

- **Weekend Schedules (starting 9-25-21)**
- **Need for everyone to buy in to stay operational**
- **PX Documentation is a must!!!**
- **Two week minimum on leave requests**

Regional Director Observations- Sabriena Williams

- **Supervision**
- **Use of Cell Phones on the floor (CAUSES TOO MANY DISTRACTIONS)**
- **SHOUT OUTS FOR WEEKEND SUPPORT AT IYP-C**
- **October 21, 2021 Staff Appreciation day 3p-4p**

Counselor Input

Nurse Input

Staff Concerns

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Staff Meeting

Date: **September 14, 2021**

Time: **9:00 am**

Location: **IYP-NW**

Date of Next Meeting: **10/5/2021**

Attendance: Kathy H., Carlton J., Wanda J., Carlos L., Ralph M., Sharon M., Tiffany S.,
Sabriena W.

Absent: Walter D., Joenetris J., Kimberly P., Vivian R.

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:*

Supervision

Discussion: Our tutors are not CDS employees so they cannot be left alone with them. Children cannot leave the room to go get things for you. You have to have eye to eye contact.
Outcome, Actions, Timeframe:

2. *Sub-topic:*

Use of Cell Phones on the floor (Causes too many distractions)

Discussion: No cell phones on the floor. We have a policy that states no cell phones are to be used on the floor. If there is an incident and we scroll back and see you on your phone it is immediate termination. Because you are not supervising if you're on your phone. If you have to take a call please let your co worker know that you need to leave the floor.
Outcome, Actions, Timeframe:

3. *Sub-topic:*

Weekend Schedules (Starting 9/25/2021)

Discussion: We are starting back working at our shelter this weekend. This has to happen now. We have an incentive for weekend staff as well and this all starts September 25. Weekend schedule was posted for everyone to see what it is going to look like. If there is a vacant shift and you're available to work please let us know. Weekend shifts are 8am to 12 pm, 12pm to 4pm, 4pm to 12am, and 12am to 8am. New hires will be filling the vacant spots.
Outcome, Actions, Timeframe:

4. *Sub-topic:*

Need for everyone to buy in to stay operational

Discussion: We need your help to make this work. It has to work for us to maintain our jobs.
Outcome, Actions, Timeframe:

5. *Sub-topic:*

PX Documentation is a must!!!

Discussion: You need to make sure you are documenting what is going on with our participants what they are doing and how they are progressing in the program or if they are

have issues. If it is not being documented what behaviors they are exhibiting while here we are not aware because they are not being written down.

Outcome, Actions, Timeframe:

6. *Sub-topic:* **Two week minimum on leave request**

Discussion: So far we have no issues with the leave request requirements. Thank you for following this rule. You have to take your personal holidays before November.

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:* **Nurse Input**
Discussion: Please remember to document when medicine comes in and goes out. When it changes hands. This weekend with Mr. Ralph on shift it was documented going out and coming in and it just went much smoother. Keep up the COVID protocols we've been doing good, last time I checked Columbia County was the 5th in the state for COVID cases but they are declining. Keep up the good work. Mrs. Williams stated we have to new hires, I'm going to ask MR. Carlos to schedule Medication Training with them
Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

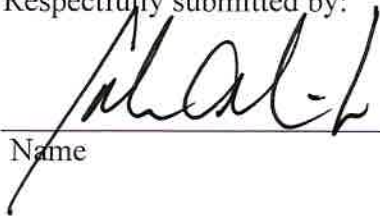
1. *Sub-topic:* **Counselor Input**
Discussion: J has been with us for a while now and is doing well in her JORTC and is doing well, please give her positive reinforcement when you see her. Encourage her to continue to do well. No other changes or concerns with the rest of the participants at this time.
Outcome, Actions, Timeframe:

2. *Sub-topic:* **Staff Concerns**
Discussion:
Outcome, Actions, Timeframe:

VII. Other Business:

1. *Sub-topic:* **Shout Outs for weekend support at IYP-C**
Discussion: I would like to give a shout out to our employees that are working in Gainesville on the weekends, Ralph M., Wanda J., and Kim P. Thank you so much for being team players.
Outcome, Actions, Timeframe:
2. *Sub-topic:* **October 21, 2021 Staff Appreciation day 3pm to 4pm**
Discussion: We will be having a Northwest regional Staff Appreciation day from 3 to 4 it is mandatory. You must attend.
Outcome, Actions, Timeframe:

Respectfully submitted by:



Name

11-15-21

Date