**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **smiypnw10192023**

Date: **October 19, 2023**

Time: **9:00AM**

Location: **IYP-NW**

Date of Next Meeting: **11/21/2023**

Attendance: Roslyn C., Kathy H., Josie J., Carlton J., Wanda J., Ralph M., Sharon M., Tonda N., Bethany S.

Absent: Shalay C., Walter D., Keren G., Bessie Siverain, Daphena 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:* **CDS Agency of the Year – Sabriena W. Regional Director**

*Discussion:*  The Florida network awarded CDS with Agency of the Year this year! Great job everyone!

*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:* **DCF Trainings – Sabriena W. Regional Director**

*Discussion:*  See Walter to get registered for the DCF website myFLlearn.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Recruitment for 2 PT Youth Care Workers** **– Sabriena W. Regional Director**

*Discussion:*  We are looking for 2 part time youth care workers, if you know if anyone please let me know.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Intakes /Intake training (schedule with Wanda)**

*Discussion:*  If you need help, or to be trained or retrained on Intakes or screenings. schedule a time with Wanda to get this done.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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

*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 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., RN**

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Effective Communicators – Sabriena W. Regional Director**

*Discussion:*  We need to be effective communicators with our co-workers, that way there are no misunderstandings or miscommunications. If have got to communicate with each other.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Staff Schedules – Consistency/Subject to change/Fill-Ins**  **– Sabriena W. Regional Director**

*Discussion:*  You need to keep your eyes on the staff schedules they are subject to change at any time you may be added to other shifts you normally don’t work so be sure to check it out frequently.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Screenings – On the spot if possible – Sabriena W. Regional Director**

*Discussion:*  You are to complete a screening as they come in not tell the person to call back or take their number down and you will call them back later, The Florida Network does random calls pretending to be a parent in crisis to see how we handle our screenings.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Shift Exchange – (Intake Room) – Sabriena W. Regional Director**

*Discussion:*  Reminder ALL shift exchanges are to be held in the intake room, away from all participants. These are to be done as to keep in line with being effective communicators.

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* **Logbook – Shift Leader Duties, highlight areas, drills etc. – Sabriena W. Regional Director**

*Discussion:*  Reminder, you need to be highlighting certain things in the log book, this is done on all shifts.

*Outcome, Actions, Timeframe:*

*6. Sub-topic:* **Menus – Thawing food** **– Sabriena W. Regional Director**

*Discussion:*  Midnight shift, reminder to take out food that needs to be thawed for the next day’s menu.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  There are to be absolutely NO cellphones on the floor, if you have to take a call or make a call move off the floor and let your shift partner know you are getting off the floor. This is also an example of effective communication.

*Outcome, Actions, Timeframe:*

*8. Sub-topic:* **Document all interactions with youth – Document Behaviors – Sabriena W. Regional Director**

*Discussion:*  You are to document all interactions with the youth on all shifts, this is to include, but not limited to their behaviors as well.

*Outcome, Actions, Timeframe:*

*9. Sub-topic:* **Residential Counselor Observations – Tonda N.**

*Discussion:*

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Annual Meeting – November** **– Sabriena W. Regional Director**

*Discussion:*  Annual meeting is coming up next month and will be held in Gainesville on November 10th 11am at the Fairfield Inn & Suites 3877 SW 37th Boulevard, in recognition of our 53rd year of service to the children, young adults, families, and communities of North Central Florida. Please wear green to acknowledge November as National Runaway Prevention Month. In keeping with “NRPM” our keynote speaker will be Susan Frankel, the Chief Executive Officer of the National Runaway Safeline.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Senior Youth Care Worker – Wanda J.**

*Discussion:*

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Sabriena M. Williams |  | 10/19/2023 |

Name Date