



October 20<sup>th</sup>, 2022

9:00 AM

NW Staff Meeting

**AGENDA**

**Regional Director Observations- Sabriena Williams**

- **Staff Supervision (3 Staff)**
- **Overtime Issue/ Plans to Reduce drastically**
- **Staff Scheduling Criteria (availability, continuity, and ratios)**
- **Holiday Time Off request (Nov & Dec)**
- **Incentive Store Mondays & Fridays only.**
- **Menu Schedules (DO NOT CHANGE W/O SUPERVISOR APPROVAL)**
- **Thanksgiving Luncheon- Nov 22<sup>nd</sup>**
- **November Staff Meeting Changed to Pot Luck**

**Residential Supervisor Observations- Carlos Lopez**

- **Good job with logbooks and bed check logs!!!**
- **Behavior Management Strategies**
  - **Set the tone by using a soft tone**
  - **Listen to participants/ actively listen**
  - **Do not impose your opinion rather suggest, and recommend**
  - **Just being the adult is not enough; make a connection with youth**
  - **Remember youth need activity, stimuli, as well as recreation**
- **Results of Internal Surveillance Audits conducted by Supervisor**
  - **Program schedule MUST BE FOLLOWED as closely as possible**

**Training files - Walter Disbrow, Administrative Assistant**

**Nurse Input- Kathy Hardee, RN**

**Counselor Input- Tonda Nelson, M.Ed.**

**Staff Concerns**

# Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

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Meeting: Staff Meeting

Date: **October 20, 2022**

Time: **9:00 AM**

Location: **IYP-NW**

Date of Next Meeting: **TBA**

Attendance: Shalay C., Roslyn C., Walter D., Kathy H., Josie J., Carlton J., Kaitlyn J., Wanda J., Carlos L., Ralph M., Sharon M., Tonda N., Siverain, B., Daphena W., Sabriena W., SherrieAnn W.

Absent:

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## **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:* **Training Files – Walter D., Administrative Assistant**

*Discussion:* Over all we are doing pretty well with our training there is still trainings to be completed. If you are not sure if you have completed your training come see me. If you are having issues with websites see Carlos. We need to stay on top of our training and not fall behind. Please feel free to come by my office and look at your training files anytime.

*Outcome, Actions, Timeframe:*

2. *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:* **Nurse Input – Kathy H., RN**

*Discussion:* At the moment we have 2 participants on medications, they both take medications mornings and nights. There are no issues at this time, we are good!

*Outcome, Actions, Timeframe:*

### B. Counseling and Programming Issues

#### 1. *Sub-topic:* **Staff Supervision (3 Staff) – Sabriena W., Regional Director**

*Discussion:* Supervision needs to be done on site! Staff are to be active with the children, not isolated in the youth care workers office, in the kitchen or any other place. You need to be on the camera working, doing your job. Supervision is eye to eye contact with the children.

*Outcome, Actions, Timeframe:*

#### 2. *Sub-topic:* **Overtime Issue / Plan to reduce drastically – Carlos L., Residential Supervisor**

*Discussion:* We are really trying to get a grip on the overtime, they have asked us to bring it down significantly we do have a plan in place to do this. But at the same time when we are above 6 participants 7 and above is when we will be scheduling to utilize 3 staff per shift. This will be on the evening shifts and the morning and evening shifts on the weekends. If you notice on the schedule you will see only 2 staff per shift because we do not want to exceed the ration of 6 participants. We are using our part-time staff to fill in when full-time staff are at their limit or nearing OT.

*Outcome, Actions, Timeframe:*

#### 3. *Sub-topic:* **Staff Scheduling Criteria (availability, continuity, and ratios) – Carlos L., Residential Supervisor**

*Discussion:* Staff scheduling criteria will be as follows availability to work, continuity as in making sure that are staff are not being scheduled back to back 8 hour shifts, ratios meaning we are making sure that our ratios are correct for the amount of staff we have on duty.

*Outcome, Actions, Timeframe:*

#### 4. *Sub-topic:* **Holiday Time Off request (November & December) – Carlos L., Residential Supervisor**

*Discussion:* The way we will handle this is the staff that have not taken any or very little time off will get priority before all other staff they can have a chance to have first choice.

*Outcome, Actions, Timeframe:*

#### 5. *Sub-topic:* **Incentive Store Mondays & Fridays only! – Carlos L., Residential Supervisor**

*Discussion:* The incentive store will now only be available on Mondays and Fridays from now on. This is a privilege and the participants have learned how to work the system to be allowed to get this privilege so now we will be more vigilant in watching their behavior more careful to insure they are behaving themselves according to our Behavioral program.

*Outcome, Actions, Timeframe:*

6. **Sub-topic: Menu Schedules (DO NOT CHANGE W/O SUPERVISOR APPROVAL) – Carlos L., Residential Supervisor**

*Discussion:* Do not change the menu without supervisor approval. Without a House Manager this can get out of hand we need to go by what is on the menu otherwise it throws the whole system off completely.

*Outcome, Actions, Timeframe:*

7. **Sub-topic: Good job with logbooks and bed check logs – Carlos L., Residential Supervisor**

*Discussion:* Give yourself a pat on the back! Good job with the logbooks and bed checks looking better and complete. Everyone is doing great!

*Outcome, Actions, Timeframe:*

8. **Sub-topic: Behavior Management Strategies – Carlos L., Residential Supervisor**

*Discussion:* Set the tone by using a soft tone, Listen to the participants / actively listen, Do not impose your opinion rather suggest and recommend. Just being the adult is not enough; make a connection with the youth, Remember you need activity, stimuli, as well as recreation.

*Outcome, Actions, Timeframe:*

9. **Sub-topic: Results of Internal Surveillance Audits conducted by Supervisor 22<sup>nd</sup> – Carlos L., Residential Supervisor**

*Discussion:* Program schedule MUST BE FOLLOWED as closely as possible. The participants need to stay active, you must be engaged with the youth!

*Outcome, Actions, Timeframe:*

10. **Sub-topic: Counselor Input – Tonda Nelson, M.Ed.**

*Discussion:* Nothing to report, I just wanted to say Thank you to Everyone for participant and helping out with our youth!

*Outcome, Actions, Timeframe:*

## **VII. Other Business:**

1. **Sub-topic: Thanksgiving Luncheon – November 22<sup>nd</sup> – Carlos L., Residential Supervisor**

*Discussion:* We are having our Thanksgiving luncheon on November 22, 2022 here at the shelter the same day as our staff meeting.

*Outcome, Actions, Timeframe:*

2. **Sub-topic: November Staff Meeting Changed to Pot Luck – Carlos L., Residential Supervisor**

*Discussion:* Our November staff meeting has been changed to add our Thanksgiving pot luck luncheon. Please bring your favorite dish.

*Outcome, Actions, Timeframe:*

3. **Sub-topic: Screenings – Sabriena W., Regional Director**

*Discussion:* Make sure you are doing screenings on the weekends. I got a phone call from someone that said they wanted to do a screening this past weekend and they were told they had to wait for a supervisor. We cannot push off screenings when someone calls to do one, we have got to complete the screening no matter what time of day, day of the week or time of year. It is our job this must be done on every shift! If you are busy take down their name and phone number and as soon as you get a break call them back to complete a screening. It could very well be the Florida Network calling, you just never know.

*Outcome, Actions, Timeframe:*

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

*Discussion:* Without a House Manager, we all need to help out in the kitchen, be it cooking cleaning, restocking, keeping everything organized and in its place it is all our jobs to make sure these things are done.

*Outcome, Actions, Timeframe:*

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Respectfully submitted by:



Carlos A Lopez Jr  
Residential Supervisor

Name

12-14-22  
Date