**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

**Meeting: IYPC STAFF/TRAINING ZOOM MEETING**

**Date: May 28, 2020**

**Time: 4:00PM**

**Location: 1400 NW 29TH ROAD, GAINESVILLE, FLORIDA**

**Date of Next Meeting: THE 2ND and 4TH THURSDAYS**

**Attendance/Absent:** Attendance: C. McCray, Z. Whitter, N. Thompson, B. Ross, B. Cox, A. Rowden, J. Turk,

B. Smith, J. Mattox, J. Bartley, S. Carter, S. Davis, S. Durham, O. Jones, K. Lee, R. McBride, M. McMann,

S. Parker, S. Twining, S. Warmack, W. Harmon, E. McCrea, G. Strickland

Absent: D. Hooks

**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: Time Sheets Due May 29, 2020**

**Discussion: CONGRATULATIONS! Zeke reported that all staff submitted time sheets by the date/time due. This is greatly appreciated.**

**Outcome, Actions, Timeframe: Staff should submit time sheets by 12:00 noon on Friday 5/29/20. Please include your Friday and Saturday scheduled shift times. If things change after Friday/noon, send an email to Mr. Whitter with details of the change. [zeke\_whitter@cdsfl.org].**

**Please remember to check your pay stub for accuracy each pay period.**

**2. Sub-topic: Training – End of Year Training**

**Discussion: The total number of training hours recorded for most staff is very low. Each new person, within 1st year, is required to have a minimum of 80 hours and the identified trainings completed. The specific 120 day trainings are critical. Staff beyond the 1st year are required to have a minimum of 40 hours of training including the identified trainings.**

**Outcome, Actions, Timeframe: In general, staff are not completing the assigned training requirements and submitting them for recording with Mr. Cox. You can check with a supervisor or Mr. Cox to learn what your current number of hours is.**

**4. Sub-topic:**

**Discussion:**

**Outcome, Actions, Timeframe:**

**5. Sub-topic:**

**Discussion:**

**Outcome, Actions, Timeframe:**

**6. 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: Group Environment**

**Discussion: We have an annual “group home inspection” conducted by the health department. We must pass that to receive our license to operate. There are a number of areas needing attention to ensure bring the requirement up to standards.**

**Outcome, Actions, Timeframe: When staff complete the full list of daily tasks the needs for the inspection is fulfilled. Please begin to give attention to: instructing px to clean the bathrooms nightly after showering, checking the chores to make sure they were completed, completing the dish sanitizing chart during each shift, checking bedrooms daily to make sure they are clean and safe, reporting when a repair is needed, reporting general safety concerns**

**2. Sub-topic:**

**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:* 30/60/90 Day Follow-up contacts/Responses**

***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: Supervisor Concerns**

**Discussion: D. Hooks, S. Warmack, S. Davis and C. Garrison**

**Outcome, Actions, Timeframe: Please, contact Mrs. McCray immediately after the meeting. Call (352) 318-9422 or (352) 870-2140. If no answer, on another call, leave a message and a return call will occur today.**

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:* Open Mic**

***Discussion:* Staff Questions, Concerns, Complaints, Requests, etc.**

***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: Participant Updates/Concerns**

**Discussion: Summer Enrichment Program**

**Outcome, Actions, Timeframe: We will start the summer program on Monday June 1, 2020. Summer A will be June 1 – July 2, 2020 and Summer B will be July 6 – August 6, 2020. We will have some form of graduation at the end of each session.**

**Calls/referrals for services should be listed on the clipboard in the control room. Counselors will follow-up with referral source. If you have a suggested return px from previous services, please let a counselor know.**

**Plan for service/schedule: We will follow the general program schedule that we have and we will include**

* **Focus/Themed Activities, one daily (7 days)**
* **Trivia- Placing value on little things**
* **Creativity/Positive Self-expression**
* **Fun Food/Nutrition- cooking, learning smart eating information**
* **Gardening-Growing self, food, beauty, life**
* **Wellness- Mental, Physical, Financial**
* **Outreach/Service- in the community**
* **Life-skills/Employment Readiness**
* **Assigned Activity Leaders and assigned days**

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| --- | --- |
| **Day of Week** | **Activity Leader** |
| Sunday | R. McBride- Life Skills |
| Monday | W. Harmon |
| Tuesday | M. McMann |
| Wednesday | R. McBride |
| Thursday | S. Davis |
| Friday | S. Parker |
| Saturday | S. Twining |

**Activity Leaders should contact Mrs. McCray ASAP and identify the specific Focus/Themed Activity you would like to lead. The activity you choose will be the one you lead for the summer. Summer A activities may be repeated in Summer B,**

* **Guideline/Expectation for Activity Leaders**
  + - **Ensure the daily schedule is followed.**
    - **Plan the FOCUS/THEME ACTIVITY for the day.**
    - **Include the shift/team members have a visible role.**
    - **Last at least 30 minutes.**
    - **Submit plans for the FTA the Thursday the week before the activity.**
    - **Be Creative and Work Magic. ☺**
* **Form to submit plan:**

|  |
| --- |
| FOCUS/THEME ACTIVITY(circle): gardening creativity food wellness trivia outreach life-skills |
| Activity Leader: |
| Day & Date of Activity: |
| Plans: |
|  |
| Supplies Needed: (if items need to be purchased please provide details of purchase, where-amount-when-who) |
|  |

**\* Please note we have tablets available for px use in these activities, see a supervisor to use.**

**\* The Focus/Theme Activities will begin Monday June 8, 2020. Activity Leaders are asked to submit their 1st plan by Thursday June 4, 2020. You may submit your plan for as many weeks as you would like to plan ahead for. PLEASE, consult with your shift partners, other staff, counselors and supervisors for assistance with your ideas.**

**2. Sub-topic: Documentation**

**Discussion: A-During the Summer Enrichment programing we would like more details of the activities the px are participating in.**

**B-ANY type of px injury requires an unusual event report to be completed and supervisor contacted.**

**Outcome, Actions, Timeframe: Staff should provide more details of individual px activities. Funding needs to be supported. A- We will continue to use the Education Progress Notes if a px has school and the Life Skills Progress Notes will be used for any life-skills activity. B- Unusual event reports are needed most for your safety. Don’t avoid them, small activity can end up being a nightmare.**

**3. Sub-topic: Participant Journals**

**Discussion: Journal guidelines have be posted**

**Outcome, Actions, Timeframe: All px will be given an identical journal for the summer program. Guidelines have been review with the current px and will be presented again at the start of the summer program. Staff should be aware of the journal relationship is between the px and counselor. If any staff has specific concern for a px a counselor or supervisor should be contacted and unusual event report completed.**

**3. Sub-topic: Shift Coverage Needs**

**Discussion: Staff are responsible to securing coverage when they would like to take time off. On the leave request staff should indicate details of the outcome for coverage.**

**Outcome, Actions, Timeframe:**

1. **Request for coverage by co-workers-**
2. **Request for coverage by program-**

**3. Sub-topic: Future of Programing**

**Discussion: We are going as we get updates.**

**Outcome, Actions, Timeframe: Census status may change, logic for census may change, guidelines may change. Make note of any notices distributed. Emails will be sent. Do you want text notices of emails?**

**VII. Other Business:**

**1. Sub-topic: Being Responsible**

**Discussion: Someone has to clean up the trash**

**Outcome, Actions, Timeframe: Don’t add to the litter on or around Interface, or any other place. As always the kids will tell it all.**

**2. Sub-topic: Staff Shout Outs**

**Discussion: Recognizing co-workers for the “extra” they do to make the work environment better. We applaud all that you do and want to let you know we are grateful. Thank You!!!**

**Outcome, Actions, Timeframe:**

Respectfully submitted by:

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| --- | --- | --- |
| Cassandra McCray |  | 5/28/20 |

Name Date