**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

**Meeting: INTERFACE YOUTH PROGRAM CENTRAL**

**Date: September 8, 2022**

**Time: 4pm-6pm**

**Location: Interface Youth Program Central**

**Date of Next Staff Meeting: September 22, 2022 Time: 4pm-6pm**

**Attendance: Zeke Whitter, Naomi Thompson, Belinda Ross, Lyanne Lopez, Brian Smith, Joe Mattox, Ken Welcome, Lynetta**

 **Brown, Kevin Lee, Anita Jenkins-McCarter, Nekesha Obas, Sheila Parker, William Harmon, Molesha Perkins**

 **Joy Budiman and Tocarra Morris**

**Absent: Angie Rowden, Gretchen Strickland, Jennifer Johnson, Shaci Davis, Preston White, Karderick Johnson,**

 **Roshonda McBride and Melody McMann**

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: Introducing Joy Budiman and Tocarra Morris as the New Youth Care Workers at IYP-C.**

 **Discussion: Joy Budiman will be PRN working weekend shifts. Tocarra Morris will be Part Time working some evening shifts during the week.**

 **Outcome, Actions, Timeframe: The IYP-C Training Team of Residential Supervisor Brian Smith, Residential Counselor Naomi Thompson and Residential Administrative Assistant Lyanne Lopez, will facilitate the required New Hire Youth Care Worker Training Plan for Youth Care Workers Joy Budiman and Tocarra Morris.**

C. Regulatory Issues

1. Sub-topic:

 Discussion:

 Outcome, Actions, Timeframe**:**

**D.** **Human Resource Issues (Staffing and Training)**

**1.** **Sub-topic: CDS Pending List Information**

 **Discussion**: **Residential Supervisor Brian Smith will be contacting staff regarding their Pending List requirements.**

 **Outcome, Actions, Timeframe:** **Residential Supervisor Brian Smith encouraged staff to respond to this request and provide Residential Administrative Assistant Lyanne Lopez with the Pending List documents in a timely manner in order to submit those documents to CDS Human Resources Department.**

E. Annual Budget Planning and Process

1. **Sub-topic:** **In-Service Trainings and Bridge Trainings.**

 **Discussion**: **Residential Counselor Naomi Thompson and Residential Counselor Belinda Ross conducted In-Service Trainings on Participant Supervision and Bed Time Supervision / Bed Check.**  **Also, the Counselors provided staff with** **information on the required Bridge Training Topics to be completed**.

 **Outcome, Actions, Timeframe**: **The Counselors indicated the importance of Participant Supervision at all times in order to maintain a safe service friendly environment. The Counselors encouraged staff to conduct the Bed Time Supervision and the Bed Check process accurately because the Video Review is a QI Indicator 3.07 and this review could occur for any shift within the past 6 months of the on-site QI Review date at IYP-C. Also, the Residential Counselors encouraged staff to complete the required Bridge Trainings by or before September 28, 2022**.

# II. Health and Safety: Program/ Regional Director

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:

 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:

 Outcome, Actions, Timeframe:

F. Planning Documents (reports, status of goals and objectives, reformulation)

1. Sub-topic:

 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: Outreach Activities**

 **Discussion: YCW William Harmon conducted Outreach Activities at Local Schools**

#  Outcome, Actions, Timeframe: Youth Care Worker William Harmon provided information on his Outreach Activities involving discussions with Principals and Deans at Westwood Middle School, Hidden Oak Elementary and Lincoln Middle School. Also, during these discussions Agency Brochures were provided and instructions were given on the Referral Process related to Residential Services Interface Youth Program Central according to Youth Care Worker William Harmon.

# 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:

 Outcome, Actions, Timeframe*:*

**B. Counseling and Programming Issues**

**1. Sub-topic: Program Updates**

 **Discussion: The following staff: (1). House Manager Joe Mattox encouraged staff to make sure the participants were completing their chores consistently. Also, House Manager Mattox challenged staff to focus on maintaining the facility that would create a “home like” environment for our participants. (2). Administrative Assistant Lyanne Lopez encourage staff to submit their CDS Pending documents to her in a timely manner. (3). Cook Ken Welcome indicated that he appreciated the positive feedback from staff on his meal preparation for the pxs. and staff. (4). Naomi Thompson and Residential Counselor Belinda Ross encouraged staff to focus on the In-service Trainings that were conducted. (5). Residential Supervisor Brian Smith informed staff of the process of hiring someone for the Senior YCW position at IYP-C. Brian Smith indicated that anyone wanting consideration must submit a request in writing by September 12, 2022. (6). Regional Director Zeke Whitter informed staff of the Youth Pay Rate increase of $15.00 per hour which would be effective October 1, 2022. The Regional Director will contact those eligible staff related to the increase of $15.00 per hour to sign a CDS Personnel Action Form related to this Mandatory Status Change. (7). Chief Operations Officer Cindy Starling encouraged staff to continue our focus on satisfying CDS Utilization expectations and completing the required training goals as required by CDS / IYP-C. Also, Cindy Starling praised IYP-C staff for maintaining a positive attitude as it relates to the challenges the Program responded to concerning the building emergency related to the major plumbing incident that occurred in August 2022.**

 **Outcome, Actions, Timeframes: Regional Director Zeke Whitter encouraged staff to continue working together in a positive and patient manner in order to accomplish these short and long term goals. Also, Regional Director Zeke Whitter thanked Cindy Starling and the CDS Management Team for their continued support of this Program.**

**VII. Other Business:**

**1.** **Sub-topic: Door Prizes and Shout Outs**

 **Discussion: Three (3) IYP-C staff who were in attendance won a door prize via a random drawing. The door prizes were three (3) Publix Gift Cards with a value $20.00 each. The Regional Director indicated that everyone is a winner.**

 **Outcome, Actions, Timeframe: Several staff gave other staff encouraging “Shout Outs” as it relates to working as a team and enjoying the opportunity to work together. The Regional Director gave Residential Counselor Naomi Thompson a “Shout Out” for the lovely Wood Plaque. Also, the Regional Director gave everyone that attended the staff meeting a “Shout Out” for their patience and cooperation concerning the building remodeling process.**

**Respectfully Submitted by: Gonzellas “Zeke” Whitter / Regional Director / October 14, 2022**