**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

**Meeting: IYPC STAFF/TRAINING (Zoom Meeting)**

**Date: September 10, 2020**

**Time: 4:00PM**

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

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

**Attendance/Absent:** See roll-call list attached

**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 are due September 18, 2020**

**Discussion:**

**Outcome, Actions, Timeframe: Staff should submit time sheets by 12:00 noon on Friday 9/18/20. Please include your Friday and Saturday scheduled shift times. If things change after Friday/noon, send an email to Mrs. McCray with details of the change. [cassandra\_evans@cdsfl.org].**

**2. Sub-topic: Training Needs**

**Discussion: Areas identified by supervisors and staff discussed**

**Outcome, Actions, Timeframe: None noted**

**3. Sub-topic: Training – Bridge Training- Complete Managing Aggressive Behavior**

**Discussion: Everyone should have completed the registration process by now**

**Outcome, Actions, Timeframe: Complete the MAB training on the BRIDGE site by Thursday 9/24/20.**

**4. Sub-topic: Pending List Items/ Emails**

**Discussion: If you received an email with an item due please respond by 9/23/20.**

**Outcome, Actions, Timeframe: THANK YOU to all the staff who have already responded and completed the request. Your cooperation is greatly appreciated. If you have any questions concerning any of the request see Mrs. McCray, early. Pending List items are employment requirements.**

**5. Sub-topic: Epi Pen Use**

**Discussion: Training conducted by Nurse Angie**

**Outcome, Actions, Timeframe:**

* **Epi Pen will be stored in the top section of the lock box to assist in retrieving them in an emergency.**
* **Epi Pens are not kept in the Pyxis**
* **Epi Pens are in the Locked Box, top drawer**
* **One staff should get the Epi Pen out of the box and**

**another staff needs to call 911**

* **Epi Pens come with a trainer pen, see the nurse for individual training**
* **Epi Pens are used for persons with respiratory distress**
* **Pull straight up to remove the blue top on the pen to prepare the pen**
* **The orange side of the Epi Pen is the injection side of the pen**
* **Push the pen into the outer thigh**
* **Push the pen in and hold it in the thigh for 3 seconds, count 1-2-3**
* **Try to keep the px calm “you will be ok, 911 has been called”**

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: Health Inspection**

**Discussion: The quarterly inspections are unannounced, we are overdue. The gnat issue continues and staff need to ensure food, beverages and surfaces are maintained properly. We need to store all food in closed containers. Fruit in the refrigerator. Bread inside a closed bin. Meal items covered between servings. Rinse thoroughly, sinks/drains after each use. When using the garbage disposal be sure to have cold water running until your hear the sound change to indicate it is clear/clean. ONLY STAFF should turn the disposal on. Make sure all surfaces in the kitchen are wiped clean.**

**Outcome, Actions, Timeframe: Everyone is needed to ensure the program passes. The primary focus area is the kitchen. Following all procedures, policies and practices will ensure we remain open as a facility.**

**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:*

*Comments:*

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: Intake and Discharge process**

**Discussion: Some staff are not completing the process needed for these to important activities. If you need additional training please get with a counselor, the Sr. YCW, or a supervisor for training.**

**Outcome, Actions, Timeframe: Future intakes and discharges that lack evidence of being completed may result in corrective actions. Placing your signature or initials stating you have completed an activity is falsification of the document.**

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:* 1- Bruce Cox- when in Mr. Cox office do not bring youth into the room due to the information being confidential.**

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:**

**Outcome, Actions, Timeframe:**

**2. 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-**

|  |  |  |  |
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| **Staff Making Request** | **Shift D/E/N** | **Dates** | **Staff Covering** |

1. **Request for coverage by program-**

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| --- | --- | --- | --- |
| **Program Needs** | **Shift D/E/N** | **Dates** | **Staff Covering** |
| **Anyone** | **evening** | **9/12/20** | **????** |

**3. Sub-topic: Medication Precaution**

**Discussion: A pill was found just sitting on top of the console.**

**Outcome, Actions, Timeframe: Take you time and make sure you are dropping pills and that px are actually getting their medication.**

**4. Sub-topic: See something, Do something, Say something**

**Discussion: When things happen there is a procedure/practice for responding to it.**

**Outcome, Actions, Timeframe: Completing an UER is a way of communicating information. Let’s help the program by sharing information via UER, the cameras are always available don’t make look like you were wrong and trying to hide actions.**

**5. Sub-topic: School Process**

**Discussion: Getting to a working process and getting all kids on-line for the school day.**

**Outcome, Actions, Timeframe: Issues, concerns, suggestions? Please be sure to leave all areas neat, especially the study zone and conference rm./lg. class room orderly. We have the kids clean each day before leaving they should be able to return to a neat room the next day.**

**6. Sub-topic: Furloughs**

**Discussion: thoughts/ideas ??? do once a month, Fri-Sun would be good, it will give the kids a break hopefully supporting them staying longer, complete service plan. Wanting IYPC to remain a safe environment, not have px come back with virus, put actions in place to prevent germ exchange. Needed for the px. Will give the kids a chance to enjoy themselves and work on building bridges.**

**Outcome, Actions, Timeframe: May try the last weekend in this month.**

**VII. Other Business:**

**1. Sub-topic: Staff Birthday Recognitions**

**Discussion: Would you like to continue to have cake/cupcakes once a month? Other suggestions that would keep us near the same cost point. Signing cards? Look into doing a digital card.**

**Outcome, Actions, Timeframe:**

**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:**

**Comments:**

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| **Shout Out: To the Mon-Thur. evening team (B. Smith, S. Durham)**  **For: Working together so well**  **From: K. Lee** |
| **Shout Out: To A. Rowden**  **For: Filling in the gaps, going above and beyond**  **From: K. Lee** |
| **Shout Out: To the Friday evening team**  **For: Making Movie Night work well**  **From: K. Lee** |
| **Shout Out: Supervisors, Z. Whitter, C. McCray**  **For: Ideas, not required items, spirit of excellence**  **From: K. Lee** |
| **Shout Out: Everyone**  **For: Welcoming her to the IYPC team, gift cards a very welcomed**  **From: I. Cruz** |

Respectfully submitted by:

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| --- | --- | --- |
| Cassandra McCray |  | 9/10/20 |

Name Date

Roll-Call Log

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| --- | --- | --- |
| 9/10/20 | S- 4:00 PM | E- 5:00 PM |

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| STAFF | S | E | STAFF | S | E |
| J. BARTLEY | Y | Y | R. MCBRIDE | Y | Y |
| S. CARTER | Y | Y | E. MCCREA |  | Y |
| B. COX | Y | Y | M. MCMANN | Y | Y |
| I CRUZ |  | Y | S. PARKER | Y | Y |
| S. DAVIS |  |  | B. ROSS | / | / |
| S. DURHAM | Y | Y | A ROWDEN | Y | Y |
| C. MCCRAY | Y | Y | B SMITH | Y | Y |
| C. GARRISON |  | Y | G STRICKLAND |  | Y |
| W. HARMON | Y | Y | N THOMPSON | / | / |
| D. HOOKS | Y | Y | J TURK | Y | Y |
| O. JONES | Y | Y | S WARMACK |  | Y |
| K. LEE | Y | Y | Z WHITTER | L | L |
| J. MATTOX | Y | Y |  |  |  |
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TRAINING

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| Date: 9/10/20 | Time: .5 HR | Topic: EPI PEN USE | Trainer: A Rowden, Nurse |

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| STAFF | STAFF |
| J. BARTLEY | R. MCBRIDE |
| S. CARTER | E. MCCREA |
| B. COX | M. MCMANN |
| I CRUZ | S. PARKER |
| S. DAVIS | B. ROSS |
| S. DURHAM | A ROWDEN |
| C. MCCRAY | B SMITH |
| C. GARRISON | G STRICKLAND |
| W. HARMON | N THOMPSON |
| D. HOOKS | J TURK |
| O. JONES | S WARMACK |
| K. LEE | Z WHITTER |
| J. MATTOX |  |
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