**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

**Meeting: IYPC STAFF/TRAINING**

**Date: November 20, 2020**

**Time: 4:00PM**

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

**Date of Next Meeting: THE 2ND and 4TH THURSDAYS December 17, 2020**

**Attendance/Absent: See roll call log**

**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 Virtual Annual Meeting**

**Discussion: Zoom link will be given closer to the date.**

**Outcome, Actions, Timeframe: December 4, 2020, begins at 4:00 pm**

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 WEDNESDAY NOVEMBER 25, 2020**

**Discussion:**

**Outcome, Actions, Timeframe: Staff should submit time sheets by 12:00 noon on Wednesday 11/25/20. 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].**

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

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

**Outcome, Actions, Timeframe: Bridge Training “S.O. G. I. E. Everybody Has It!” Complete by 12/31/20**

**3. Sub-topic: Training – Bridge Trainings**

**Discussion: If you have been having trouble signing into Bridge try the link below.**

**Outcome, Actions, Timeframe:** [**https://cds-flnetworklms.bridgeapp.com**](https://cds-flnetworklms.bridgeapp.com) **Once you sign in you can click on the light bulb, LEARN, and go to the Learning Library to find the specific course.**

**4. Sub-topic: PENDING LIST**

**Discussion: A. Rowden, Mr. Whitter will email a self-evaluation to you.**

**Outcome, Actions, Timeframe: Everyone- submit renewed items; prof of Auto Insurance or Driver’s License,**

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:**

**Outcome, Actions, Timeframe:**

**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:* Mr. Cox provided information for contacts that were made. Thank you to Mr. Cox for reaching out to the parents/guardians and to staff for working with the youth in a positive manner to ensure successful outcomes.**

**A.F. Mx said px is communicating better, grades have greatly improved.**

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: QI/Florida Network Updates**

**Discussion:**

**Outcome, Actions, Timeframe: The final updates for these documents will be out in December. There will be some changes, which will result in some form changes.**

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:**

**Outcome, Actions, Timeframe:**

**2. Sub-topic: CCC/Unusual Event Report Forms**

**Discussion:**

**Outcome, Actions, Timeframe: Please remember to obtain a supervisor’s signature if one in on site when the report is written**

**3. Sub-topic: Co-worker Concerns**

**Discussion: There is a request for staff to be professional in all situations**

**Outcome, Actions, Timeframe: A few concerns: come to work on time, work the outlined schedule, conversations with co-workers, conversations in front of px, following program rules, following the dress code, signing in, wearing mask. Your co-workers have express they feel they should not have to correct or address you because you are an adult and you should conduct yourself in that manner.**

**4. Sub-topic: Thanksgiving Holiday Activity/Schedule**

**Discussion: We will be open, and have coverage.**

**Outcome, Actions, Timeframe:**

**a. Px will be allowed furloughs- Wednesday 4-7pm until Saturday 4-7pm. Take home all personal items/do inventory out. Do a new inventory at the return on Saturday. Medications can be placed on hold. Have parents sign px out/in on the Departure/Return Log.**

**b. A Thanksgiving/day after meal is being ordered from Publix. It’s expected to cover Thursday and Friday for staff.**

**c. Staff working should sanitize all surfaces during the time that the px are out of house. Assignments will be provided for each shift.**

**d. Only the persons that have had a specific discussion with the Sr. YCW or supervisor should work. If you are in doubt about your status look at the posted schedule or see Mr. Smith.**

**e. No school, 11/23-27/20: Bedtime will remain 9:00 PM, Bowling outing will flip to Monday @1:00 PM. If the staff working would like to do other targeted activities with the px, they may.**

**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-**
2. **Request for coverage by program- Let Mr. Smith know if you are willing to work and weekend days/evenings**
3. **Ms. Warmack is leaving the team, a relocation.**
4. **Mr. Cox will transition to part-time, working Monday, Tuesday and Wednesday.**

**3. Sub-topic: Staff Sign-In Process**

**Discussion: Questions**

**Outcome, Actions, Timeframe: What can I do to help you remember?**

**4. Sub-topic: Visitor Covid-19 Screening Sign-In**

**Discussion: A cabinet is being ordered for the front door area. It will have a security wand, digital thermometer, Departure/Return Log, Visitor Covid-19 Screening logs, etc.**

**Outcome, Actions, Timeframe: Make sure the last person screened name is covered. Ask visitors to ALSO sign the visitors sign-in log.**

**5. Sub-topic: New Phone System**

**Discussion: Instructions are coming.**

**Outcome, Actions, Timeframe: Purpose of portable phones. Written basic instructions will be available tomorrow.**

**6. Sub-topic: When performing the regular sanitizing of common touch areas use what’s available spray or wipes.**

**Discussion: Joe is having trouble finding Lysol spray, when there is none use the sanitizing wipes.**

**Outcome, Actions, Timeframe: Be sure to tightly close the wipes container to ensure the wipes stay moist for use.**

**7. Sub-topic: Taking/Recording Px Temperature**

**Discussion:**

**Outcome, Actions, Timeframe: Staff should take and record px temps at 8:30 AM, 5:30 PM, and 9:00 PM. The readings should be recorded on temperature logs maintained in the Medication Distribution Log binders.**

**8. Sub-topic: Parent/Legal Guardian Visits**

**Discussion: Let parents know guidelines at time of screening and intake.**

**Outcome, Actions, Timeframe: All visits need to be coordinated with a counselor. Counselors will document the visits on the px board.**

**9. Sub-topic: Movie Night Menus**

**Discussion:**

**Outcome, Actions, Timeframe: We have begun and process for the px choosing the menus for Movie Night using a semi-fixed menu.**

**10. Sub-topic: Movie/TV viewing**

**Discussion: Shows/programs viewed should be documented in the PLB**

**Outcome, Actions, Timeframe: The documentation should include the name to the show/movie/program being viewed. If you think it’s inappropriate don’t allow the px to view it. Only movies with a PG rating can be viewed. TV shows should not include social media type of things. Many px have restrictions on using social media.**

**11. Sub-topic: Donation Visit**

**Discussion:**

**Outcome, Actions, Timeframe: Monday morning @11:00 AM we will have a small group of persons visiting and bring donations. Sunday overnight and Monday morning staff please make sure all areas are neat and orderly. THANK YOU!**

**12. Sub-topic: Staff Being Respectful of Px. Identity**

**Discussion:**

**Outcome, Actions, Timeframe: Staff must acknowledge a px wishes for their identity, by using the pronoun, and name the youth identifies with.**

**13. Sub-topic: No School Next Week**

**Discussion:**

**Outcome, Actions, Timeframe: What activities**

**VII. Other Business:**

**1. Sub-topic: Secret Santa,**

**Discussion: What would you like to do for the December Holidays?**

**Outcome, Actions, Timeframe: We will do a Secret Santa, more info will follow.**

**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: None noted**

1. **Sub-topic: Happy Birthday for November Staff**

 **Discussion:**

**Outcome, Actions, Timeframe: William Harmon 7th.**

Respectfully submitted by:

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| --- | --- | --- |
| Cassandra McCray |  | 11/19/20 |

Name Date

**Staff Meeting Roll-Call**

INTERFACE-CENTRAL

|  |  |  |
| --- | --- | --- |
|  | Date  11/19/20 | |
| **Staff Name** | **Start/** | **End/** |
| Bartley, Janis | $ | $ |
| Carter, Sherri | $ | $ |
| Cox, Bruce | $ | $ |
| Cruz, Ivanee |  |  |
| Davis, Shaci |  |  |
| Durham, Shayna | $ | $ |
| Evans-McCray, Cassandra | $ | $ |
| Garrison, Ciera |  |  |
| Harmon, William |  |  |
| Hooks, Dennis |  |  |
| Jones, Oladis | $ | $ |
| Lee, Kevin |  |  |
| Mattox, Joe | $ |  |
| McBride, Roshanda | $ |  |
| McMann, Melody | $ | $ |
| Parker, Sheila | $ | $ |
| Ross, Belinda | $ | $ |
| Rowden, Angie | $ | $ |
| Smith, Brian | $ | $ |
| Strickland, Gretchen | $ | $ |
| Thompson, Naomi | $ | $ |
| Turk, James | $ | $ |
| Twining, Shelby |  |  |
| Warmack, Shakira | $ | $ |
| Whitter, Zeke | $ | $ |
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