

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 07/24/2024

Time: 9:00 am

Location: IYP-East

Date of Next Meeting: 08/22/2024

Attendance: Sabriena, Joy, Cherelle, Monica, LaToya, Karen, Angela, Errol, Gary, Gabrielle, Dayshana, Val, Lytinia, Melanie, Heather, Ch'lanta, Lytinia, Bessie, Gabrielle, Nichelle

Absent: Dayshana, Izel, Krystal

I. Business Operations:

A. Monthly Budget (Revenue and Expenses)

1. Sub-topic: Director's Budget/ Control Costs/ Overtime Approval Required

Discussion: Phil Kabler, CEO reported that we need to cut down on all costs, including overtime. He desires that we increase permanent, ongoing outreach. Cindy Starling, COO reported that we need to take care of all appliances within the shelter to lower maintenance and repair costs.

Outcome, Actions, Timeframe: **Ongoing**

Sub-topic:

Discussion:

Outcome, Actions, Timeframe:

B. Marketing and Business Development

1. Sub-topic: Annual Celebration and meeting 1908 Grand:

Discussion: The Annual Celebration this year will be at the 1908 Grand building in Gainesville, FL on TH, 11/14th, 6:00 pm -8:00pm Phil stated that this will be a cook –tail type setting.

Outcome, Actions, Timeframe: **Ongoing**

C. Regulatory Issues

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

D. Human Resource Issues (Staffing and Training)

1. Sub-topic: Comptroller Hired effective 7/17/2024

Discussion: Darla Morgan is the newly hired comptroller. She is planning to visit all three (3) shelters. Please allow her time to get acclimated to the job and make her feel welcome.

Outcome, Actions, Timeframe: **Ongoing**

2. Sub-topic: Training

Discussion: Angie Lay, HE Director reported that she always needs copies if these trainings: HIPPA, Deaf and Hard of Hearing, and Security Awareness. New hires need to create a log-in to get into the DCF Trainings.

Outcome, Actions, Timeframe: **Ongoing**

3. Sub-topic: Car Insurance

Discussion: Angie Lay, HR Director reported that the car insurance verification is kept on file. Angie does not need to keep these.

Outcome, Actions, Timeframe: **Ongoing**

4. **Sub-topic: Staff Training Reminders**

Discussion: The SkillPro trainings that should be completed in August are Sexual Harassment- 1.0 Adolescent Development & Behavior -1.0; Trauma Responsive Practices- 2.0; Human Trafficking Intervention for Direct Care Staff -2.0; and US Dept. Of Justice Civil Right & Federal Funds-.5.

Outcome, Actions, Timeframe: **Ongoing**

5. **Sub-topic: Medication/ Pyxis Training**

Discussion: Eight (8) Staff are scheduled to attend the Medication/Pyxis training on Sunday, 7/28th from 9:30 am- 2:00 pm at the Youth Crisis Center in Jasonville, FL. Staff who are scheduled to attend are: Angela, Bessie, Ch'lanta, Dayshana, Gary, Heather, Krystal, and Nichelle. Please report to the shelter by 7:45 am and ready to depart by 8:00am. The youth will be furloughed from the shelter on Saturday, 7/27th at 12 pm and will return on Monday, 7/29th at 8:00am.

Outcome, Actions, Timeframe: **Ongoing**

E. Annual Budget Planning and Process

1. *Sub-topic:*

Discussion: No discussion

Outcome, Actions, Timeframe:

II. Health and Safety:

A. External Inspections

1. *Sub-topic:*

Discussion: No discussion

Outcome, Actions, Timeframe:

2. *Sub-topic:*

Discussion: No discussion

Outcome, Actions, Timeframe:

B. Self-Inspections (Reports, analysis, and recommendations)

1. *Sub-topic: Annual Safety Inspection*

Discussion: Residential Supervisor selected YCW'S Errol and Izel and Senior YCW, Monica to compete the Semi-Annual Safety Inspection for July 2024, which is due to be completed this week. Thank you all for your participation.

Outcome, Actions, Timeframe: **Ongoing**

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: 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:* **Quality Assurance Director**

Discussion: Alex Culbreth, is Quality Assurance Director effective July 1, 2024. Alex reported that he will be providing updates on program policy and reviews. Alex reported he is here to assist the shelters and will report issues to the Regional Director. He reported that he will be looking at files and site. Cindy, COO reported that Alex will also be updating policies, as Sam Clark did. Cindy also reported that Alex will be added to all CCC reports. Cindy also addressed that Sabriena Williams will be the Regional Director of IYP-East and IYP-NW shelter.

2. *Sub-topic:* **CINS/FINS Constant Agreement**

Discussion: Managers/Supervisors agreed to make these change to the CINS/FINS Consent Agreement: I gave permission for CDS staff to exchange among themselves on formation verbally and in written form (including but not limited to notes, HIPPS/PHI, ASSESSMENTS) FROM MY CHILD'S FILE (S) EXPLICITLY TO FACILITATE SERVICES FOR MY CHILD,

3. *Sub-topic:* **Policy P-1127 "Do's and Do Not's"**

Discussion: The Policy was reviewed and staff were given a copy of the policy.

Outcome, Actions, Timeframe: **Ongoing**

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:*

Discussion: No discussion

Outcome, Actions, Timeframe:

Discussion: No discussion

Outcome, Actions, Timeframe:

3. *Sub-topic:*

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: Medication Update

Discussion: The morning and evening medication count will be added next to the Px's name on the board. A reminder sheet for medication count will be added inside the logbook on each shift. During medication time, the participant's should be quiet and involved in DEAR time and / or medication. No meals should be served

Outcome, Actions, Timeframe: **Ongoing**

2. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

1. Sub-topic: Staff Reminders

Discussion: Overtime must be pre-approved by the Supervisor/Director prior to you entering it on you time sheet. All overtime that is not pre-approved will be corrected on your time sheet. If you have to stay over for a staff member who is running late to work, you are to call the On-call supervisor and notify the Supervisor of such for approval. The staff member who reported late to work must document their true time, which should coincide with the staff member who had to stay over to cover the shift.

Outcome, Actions, Timeframe: **Ongoing**

2. Sub-topic: Cleaning Protocols

Discussion: All Shifts (day, evening, and night) should make sure the trash is not overloaded before your shift ends. If so, take the trash out before the next shift begins. Also, make sure you remove items that you placed in the staff refrigerator and periodically clean the vents. Both vans should be cleaned out each week.

Outcome, Actions, Timeframe: **Ongoing**

3. Sub-topic: Return/Departure Log entries

Discussion: When Participants depart from the shelter, please make sure that the Return/Departure log is completed when they depart and when they return to the shelter.

Outcome, Actions, Timeframe: **Ongoing**

4. Sub-topic: Service Tally documentation

Discussion: All telephone calls should be documented on the Service Tally log in the file. This includes calls made to and from Participants, from the approved contact list, as well as, calls made to and from staff members,

Outcome, Actions, Timeframe: **Ongoing**

5. Sub-topic: Progress Notes

Discussion: Please do not leave blank spaces in the Progress Notes. All notes should be written directly after the previous note. When a late entry is documented, begin your documentation with L.E. (for late entry).

Outcome, Actions, Timeframe: **Ongoing**

6. Sub-topic: Law enforcement calls.

Discussion: When law enforcement is called to the shelter you are to immediately contact the on-call Supervisor/ Director and call the participant's parent/guardian to notify them of such. Document the incident in the participant's progress note and complete an UER

Outcome, Actions, Timeframe: **Ongoing**

7. Sub-topic: Screening/ Referrals & UERs:

Discussion: All Screening /Referrals and UERs should be placed in the Residential Supervisor's box for review and signature.

Outcome, Actions, Timeframe: **Ongoing**

8. **Sub-topic: On-Call Supervisor Schedule**

Discussion: Sabriena Williams, Regional Director is on-call Monday –Friday. Angela Williams, Residential Supervisor is on –call Saturday & Sunday.

Outcome, Actions, Timeframe: **Ongoing**

9. **Sub-topic: Updated Staffing Plan**

Discussion: We recently interviewed 2 staff in preparation to cover the evening weekend shifts, 4 pm-12 am and PRN-on-call staff for both weekdays and weekend shift, as needed. We are also in need of filling the House Manger position. This person should have previous dietary, kitchen, and/ or catering experience/background.

Outcome, Actions, Timeframe: **Ongoing**

VII. Other Business:

1. **Sub-topic: IYP-East Team**

Discussion: Thank you for all your hard work that you give to this IYP-East shelter. Your dedication is appreciated “Work Hard, be kind, and amazing things will happen.”

Outcome, Actions, Timeframe: **Ongoing**

2. **Sub-topic: New Hires**

Discussion: We welcome YCW Ch’lanta Boyd and RN Heather McVey as our newest Youth Care a worker and Registered Nurse in our IYP- East shelter. Ch’lanta will primarily be working the 8-4 shifts on the weekends. Heather will primarily work the evening shifts during the weekdays, to include evening intakes and two weekends of each month (both morning and evening shifts). The RN’s schedule will assist morning shifts when the Clay County School District is not in session. Teamwork makes the dream work.

Outcome, Actions, Timeframe: **Ongoing**

3. **Sub-topic: Employee of the month**

Discussion: Congratulations Karen Bethel, on a job well done.


Outcome, Actions, Timeframe: **For the Month of July**

Respectfully submitted by: Karen Bethel

Date: 7/24/2024

Approved:


Name


Date