**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 03/25/2025

Time: 9:00 am

Location: IYP-East

Date of Next Meeting: 04/24/2025 & 9:00 am

Attendance: Angela, Karen, Joy, Melanie, Cherelle, Monica, Nichelle, Lytinia, Errol, Gary, Kiesha

Absent: Heather, Izel, LaToya, Dayshana, Katrina

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*2.* *Sub-topic:*

*Discussion***:**

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion***:**

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:*

*Discussion:*

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*3. Sub-topic:*

*Discussion:*

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:*

*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:* **Review of Policy P-1121**

*Discussion:* Supervisor Staffing Ratio/Scheduling. Policy was shared with staff and read for discussion, if needed.

*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:* 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:*

*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:*

*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:* **Welcome:**

*Discussion:* We give a warming welcome to our newest employee, Kiesha Bryant, who is hires as a House Manger, Monday-Wednesday and Youth Care Worker covering the midnight weekend shifts.

*Outcome, Actions, Timeframe:* **Ongoing**

*2. Sub-topic:* **Congratulations**

*Discussion:* Congratulations to Monica Heinecker, Senior YCW who was nominated by Alex Culbreth, QAD for the Florida Juvenile Justice Association Excellence Award. The award will be given on 4/15/2025 at the DJJ/FJJA Legislative Reception at the FL Historical Capitol Museum in Tallahassee, FL. Please join in with congratulating Monica for this awesome acknowledgement!

*Outcome, Actions, Timeframe:* **On 04/15/2025**

3. *Sub-topic:* **Monthly Newsletter**

*Discussion:* Thanks Melanie Soldevilla who began designing IYP-East’s monthly newsletter in March. The Residential Supervisor shares in providing useful information to Melanie. Keep watching out for the newsletter each month. April’s newsletter will be coming soon.

*Outcome, Actions, Timeframe:* **Ongoing**

4. *Sub-topic:* **Upcoming DCF Audit:**

*Discussion:* IYP-East is scheduled to have the DCF Audit on Thursday, 3/27/2024. All staff is asked to ensure that facility is well-cleaned. Every staff is asked to do deep cleaning and straightening up of out-of-place items. Cindy, COO did a walk – through of the shelter on Friday, 3/21st and was not pleased. Staff is asked to continue to follow-through with the cleaning as listed on the shift reports, and assist with deep cleaning the shelter. No papers should be posted on the walls. All day room areas should be free of clutter. The residential closet should be straightened up and no play items should be left outside. Staff has been assigned to clean out the sheds outside. Staff has been assigned to have the van (s) washed and vacuumed on Wednesday, 03/26/2025. Please make appropriate notes in files and logbooks. Files will to be reviewed and if there are corrections, it needs to be completed in a timely manner. The Residential Supervisor and Residential Counselor are reviewing the files that will be presented to the Auditor. Karen will ensure that the Fire Extinguishers in both vans are up-to date. Staff and Youth will be interviewed during the audit. Remember, that teamwork makes the dream work. The Residential Supervisor looks forward to the success of this audit.

*Outcome, Actions, Timeframe:*  **Ongoing**

5. *Sub-topic:* **Proper Supervision of Participants**

*Discussion:* Reminder: Staff should not allow participants to walk away from the visual contact and supervision of conversation when they are using the phone between 6-9 pm. If staff is properly watching the participants, than they should not be able to tear up chairs and rip them apart. Staff should be able to immediately stop, such actions. When participants are becoming volatile, staff should immediately separate the house and not sit and watch participants argue back and forth with one another, until it escalates and becomes unmanageable. At any time, the house can be separated even without any disturbances. No inappropriate shows/ movies on television should be watched (which are, PG-13 and above). Staff should also not pay inappropriate music, which includes music with beeped out curse words, violence, sexual explicit, or drug usage.

*Outcome, Actions, Timeframe:* **Ongoing**

6. *Sub-topic:* **Youth Care Worker for hire and PRN YCW:**

*Discussion:* IYP-East is currently IYP-East is currently hiring for Youth Care Workers to cover the 8 am-4 pm and 4 pm- 12 am on the weekends. Congratulations to Melanie Soldevilla for being approved to fill-in open shifts as a PRN Youth Care Worker, when needed.

*Outcome, Actions, Timeframe:* **Ongoing**

7. *Sub-topic:* **Training Requirements:**

*Discussion:* Continue to work on your trainings consistently. If any staff needs a copy of their training agenda please let Karen or the Residential Supervisor know and we will provide what we have. An updated training schedule that is more aligned with the QI standards, CARF/FL Network, DCF, and CDS Polices should be coming soon. We will let you know as soon as it is received.

*Outcome, Actions, Timeframe:* **Ongoing**

8. *Sub-topic:* **Intake and Discharge Training:**

*Discussion:* Monica Heinecker, Senior Youth Worker is scheduling training with staff to re-learn the process for handling intakes and discharges. Some selected staff have been assigned to attend. However, if you think you can benefit from this training, please contact Monica to be included in this training.

*Outcome, Actions, Timeframe:*  **Ongoing**

**VII. Other Business:**

*1. Sub-topic:* **Shine Reports**

*Discussion:* Employee were acknowledged by Residential Supervisor on the “You Shine” reports for this month. Please remember to submit Shine Reports during the month to recognize the positive work that your co-workers and staff members who are “shining” every day.

*Outcome, Actions, Timeframe:* **Ongoing**

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

*Discussion:* Congratulations to Nichelle Hall for being voted Employee of the Month for February. Staff will vote for employee of the month for March.

*Outcome, Actions, Timeframe:* **Ongoing**

*3.* *Sub-topic:* **Words of Encouragements**

*Discussion:* Shamrock inspiration quote: May your heart be light and happy. May your smile be big and wide and may your pockets always have a coin or two “inside”

*Outcome, Actions, Timeframe:* **Ongoing**

Respectfully submitted by: Karen Bethel 3/26/2025

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| Angela D. Williams |  | 3/26/2025 |

Residential Supervisor Date