Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 01/26/2023

Time: 9:00 am

Location: IYP-EAST

Date of Next Meeting: 02/26/2023

Attendance: Joy, Valerie, Monica, Julie, Lytinia, Karen, Izel, Alex, Errol, Latoya, Gary, Patricia, Marianna, Conny, Veronica, Gabrielle, Cherelle, Trinity

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

 *Discussion:*

  *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-* topic: **Training**

 *Discussion:*  See Alex if you have questions about your training. Follow the posted signs in the control room to stay on top of the correct trainings. Active shooter Plan Handout. Corrective actions will be given for incomplete trainings or trainings not completed on time.

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

*2. Sub-*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2.* *Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# II. Health and Safety:

A. External Inspections

*1. Sub-topic:*

 *Discussion:*

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

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

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Incident Reports (Reports, analysis of trends, recommendations)

*1. Sub-topic:* **Shelter cleanliness/ repair**

 *Discussion:* Please ensure that on every shift you are cleaning as directed. If you see a spill clean it up. Do not wait for the midnight shift to clean it up, it is their job to conduct more in-depth cleaning. DO NOT dump paint down the sinks. The utility sink in the cleaning closet was stopped up for a while and the majority of it was paint. We CANNOT spray chemicals directly on things. The front door has already had to be repainted due to the paint being stripped off by chemicals and the back door in the Boy’s dayroom also has paint stripping from it. Be sure to write a UER as soon as you as see something that needs to be fixed, Remember to document each load of laundry.

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

# III. Quality Improvement

A. File Audits and Case Record Review (reports and recommendations)

*1. Sub-topic:* **Upcoming** **dates / information**

 *Discussion*: Our next QI Audit is quickly approaching. Please look at the files and complete any tasks that are remaining in files. Please stay on top of completing required drills. I have handed out lists for people to start working on to get ready for the audit. Please continue to keep the shelter audit ready all the time.

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

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

 *1. Sub-topic:* **Van Procedures**

*Discussion:* For single transport always notify Alex prior to transport. Document the child’s name that will be the single transport in the logbook as well as on the transportation sheets. Always use cameras no matter where you go or who is with you. Twice a month on weekends (1st & 3rd), as designated by LSE, the Pxs will clean the vans (wash and vacuum). Van Procedures Handout.

*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:*  **Accessibility to Services in Shelter**

 *Discussion*: Please ensure that we are accessible to all

 *Outcome, Actions, Timeframe:*

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:*

 *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:* **File / logbook completion:**

 *Discussion:* Ensure all documents are completed at the time of intake / disposition. Get with Monica for training if needed on intakes or dispositions. Ensure that all documentation is also properly highlighted. Thoroughly check before the end of shift to ensure completion of all tasks. Every person on every shift must write a note for that shift in each px’s file. Program Log Book Reminders Handout. We must ensure that documentation is fully completed in files to ensure timely data entry.

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

B. Counseling and Programming Issues

*1. Sub-topic:* **Accessibility to Services in Shelter**

Discussion: Please ensure that we are accessible to all participants and their families whether it is regarding language barriers, including deaf and hard of hearing, and also clients of differing abilities in regard to mobility. Angie is our Single Point of Contact that can assist us with locating and obtaining these type of services for those who need support.

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

*2.* *Sub-topic:* **Change in job descriptions and duties**

 *Discussion:* Due to budget constraints and vacant/ obsolete positions, job duties are being reviewed by upper management for revisions to ensure an event balance of distribution of job duties. Please continue to work as a team and help out where needed. Certain positions will have duties change/ added to accommodate lost positions and will get a new job description.

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

*3.* *Sub-topic:***Shelter Supervision**

 *Discussion:* Pxs needs to be supervised at ALL times. Pxs should never be left in a room by themselves or out of sight while outside. If only 1 YCW is outside they need position themselves where they can see all Pxs or less activities need to be going on. Pxs should never be by the swing/ volley ball net/ bench without adequate supervisor. Pxs should not be on the swing together, regardless of any identifications they have or sex they are.

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

*4.* *Sub-topic:* **Schedule Coverage**

 *Discussion:* Work your schedule shift. Do not come in late and do not leave early without prior supervisor approval! If you agree to cover for someone you MUST show up! Do not switch with other people without prior supervisor approval! This WILL result in a record of action or corrective action!

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

**VII. Other Business:**

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

 *Discussion*: All comments left on the Shine Board have been acknowledged

 *Outcome, Actions, Timeframe:* **All congratulated on a job well done.**

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

 *Discussion*: Congratulations Gabrielle Floyd, on a job well done.

 *Outcome, Actions, Timeframe:* **Month of January**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Karen Bethel |  | 01/27/2023 |

 Name Date

Approved:

\_Alex Culbreth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_1/27/23\_\_\_\_

Name Date