**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 02/27/2025

Time: 9:00 am

Location: IYP-East

Date of Next Meeting: 03/28/2025 & 9:00 am

Attendance: Angela, Karen, Joy, Melanie, Cherelle, Monica, LaToya, Nichelle, Dayshana, Katrina, Lytinia

Absent: Heather, Izel, Gabbie, Errol Sabriena, Gary

**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:* **Training Records**

 *Discussion:* All Trainings of YCW will be turned in to the Supervisor/Director and the Administration Assistant. Staff were provided with the list of who to turn their trainings into.

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

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

 *Discussion***:** Please complete the listed trainings these training on the CDS internet for February, if you have not already done so: Intranet Tutorial; Motivational Interviewing; Nutritional Need of Adolescence, Participant Supervision (residential); Person centered Planning 1 & 2: and Personal Conduct 1&2

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

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 QI Policy Updates- (Standard 3 Shelter Care: 3.04 Log Books).**

*Discussion:* Review of QI Policy Updates- (Standard 3 Shelter Care: 3.04 Log Books). Review of Facebook: Residential Supervisor reported that if Participant earns at least 20 points at total up time, the participant automatically earns their privileges for the next day. Staff is not allowed to deny privileges if the participant earned the required points. Participants receive no privileges for the next day if their points are 19 points or less. No staff is allowed to place a participant on suspension of privileges. Suspension is authorized by the Residential Supervisor/ Director.

*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:* **Employee Assistance Program:**

 *Discussion:* CDS offers the EAP that can assist with Mental Health, Health and/ or Substance

 Use/ Abuse of staff. If interested, you can contact Angie Lay for more information about the EAP Program.

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

*2. Sub-topic:* **Van Cameras:**

 *Discussion:* Reminder: Transporters are to activate the van cameras by plugging in the cord in during every transport with the participants. Deactivate the camera when the transport is complete by unplugging the cord. When the cameras are not unplugged the recording is still running after the trip has been completed.

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

3. *Sub-topic:* **Overtime**

 *Discussion:* Overtimemust be pre-approved by Cindy, COO and Phil, CEO. When staff requests overtime, the Residential Supervisor/ Director sends a request to the COO/CEO for approval or denial.

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

4. *Sub-topic:* **Check In**

 *Discussion:* Staff please allow staff to conduct check-in with less interruption. When staff engage with conservations with the youth, it holds up the check-in process.

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

5. *Sub-topic:* **Weekend Schedule**

 *Discussion:* All staff are to adhere to the weekend schedule which includes outside lawn clean-up or van clean-up. The Life Skills Educator will also add deep cleaning to the schedule. This should be completed every weekend, unless it is raining or extremely cold outside. Staff should not just choose not to do it.

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

6.*Sub-topic:* **Chores**

 *Discussion:* Staff should ensure that the participants are completing their chores in the morning and in the evening. We are asking that after each meal, breakfast, lunch, and dinner that a participant be assigned to sweep and mop the kitchen floor. Staff should prepare the mop bucket for the participants.

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

7. *Sub-topic:*  **Shadowing for New Hires**

 *Discussion:* When a new hire is shadowing shifts, the Shift Leader is responsible of training the new hires on Shadowing Training Sheet. This Sheet must be signed and dated by the Shift Leader and the Trainee. The Signed form is then placed in the Residential Supervisor/ Director’s box to be placed in the new hires’ Training File.

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

*8.**Sub-topic:* **Senior Youth Care Worker’s /House Manager Report**

 *Discussion:* Kitchen cleanliness –

a. Ensure that the kitchen stove /oven, refrigerator and freezer are cleaned inside and out and that the kitchen floors are mopped. Staff should mop the floors more frequently than twice a week. The floors should be swept and mopped on a daily basis.

 b. Proper Bleach Use- It is too much bleach being used. Please follow the bleach protocol for use.

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

**VII. Other Business:**

*1. Sub-topic:* **Residential Director**

 *Discussion:* Sabriena Williams, Regional Director at IYP-East and NW last day of work at IYP-East was Tuesday, 2/25/2025. Her last day employed at CDS is officially March 7th. IYP-East staff celebrated her great work with us by participating in a going away party, in which she received gifts , a card, and we had desserts.

 *Outcome, Actions, Timeframe:* Last day is March 7th 2025

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

 *Discussion:* Congratulations to Cherelle Session-Heinecker for being voted Employee of the Month for January. Nichelle Hall was voted Employee of the month for February.

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

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

 *Discussion:* Employee were acknowledged by Residential Supervisor on the “You Shine” 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**

Respectfully submitted by: Karen Bethel 02/28/2025

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| Angela D. Williams |  | 02/28/2025 |

 Residential Supervisor Date