Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 02/28/2023

Time: 9:00 am

Location: IYP-EAST

Date of Next Meeting: 03/30/2023

Attendance: Joy, Monica, Julie, Karen, Alex, Errol, Gary, Cherelle, LaToya, Conny, Izel, Veronica

Absent: Pat, Trinity, Lytinia, Valerie, Marianna, Gabbie

**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-***Trainings**

 *Discussion:*  See Alex, if you have questions about where you are with your training. Follow the posted signs in the control room to stay on top of the correct trainings. 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:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

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

 *Discussion*: QI Audit is quickly approaching. We completed our DCF audit today and it went fairly well.

 *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:*

*Discussion:*

*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:*

 *Discussion*:

 *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:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:***File/ log completion**

Discussion: Ensure all document 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 this is an issue. Thoroughly check before end of shift to ensure completion of all talks. Every person on every shift must write a note for that shift in each Px’s file we must ensure that documentation is fully completed in files to ensure timely data entry.

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

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

 *Discussion:* Due to budget constraints and vacant/ obsolete positions, job duties are being reviewed by upper management for revisions to ensure an even balance of distribution of jobs duties. Please continue to work as a team and help put 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 Duties**

 Discussion: We have returned to filing out the shift reports due to tasks not being completed on shift. If you sign that you completed a task, ensure that you have actually completed it. Records of action will be given for not completing shift duties. Files need to be completed better, this is becoming an issue and we should not have to call people to get them to complete files. FACEBOOKS also need to be competed better. We are still having whole shifts and even whole days that are not being completed. From now forward, ensure that when you refill a canister/ container in the kitchen that you write the date the item expires on the masking tape. The name of the item should also be on each container. (Cereal needs to have the name of the cereal. Other items need to be properly labeled and dated as well. Take not of expired food items and discard when you see them. If you are afraid of throwing them away let Cherelle know and take a picture. Only open 1 of the same items at a time and only open the one with the closet expiration date. Ensure that when something is opened, lunch meat, cheese, etc. that you write the date it was opened.

 *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:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Karen Bethel |  | 03/01/2023 |

 Name Date

Approved:

\_ Alex Culbreth\_\_\_ \_\_\_\_\_\_\_ 03/6/2023 \_\_\_\_

Name Date