**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 02/29/2024

Time: 9:00 am & 4:00pm

Location: IYP-East

Date of Next Meeting: 03/28/2024

Attendance: Alex, Joy, Cherelle, Monica, LaToya, Karen, Angela, Errol, Izel, Gary, Gabrielle, Dayshana, Val

Absent: Lytinia, Krystal

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

*Discussion:*

*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**

*Discussion:* Please review your Training records and ensure that all of your training is complete for fiscal year (July 2023-June 2024). Your 30, 60, and 90 days trainings should be completed.

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

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

*Discussion:* In the professionalism, interpersonal communication & Ethics to include standards of conduct Training through SkillPro, please remember these things that were a apart of the training.

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

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

*Discussion:* No discussion

*Outcome, Actions, Timeframe*:

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****:* Shelter Keys**

*Discussion:* Staff is to make sure that they are NOT taking any IYP Keys with them. Check before, you leave!! This is a safety issue because if the keys are lost outside of this property any citizen can have access to our office and/ or van keys. THIS IS UNACCEPTABLE!!!

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

**2.** *Sub-topic:* **Opening Windows**

*Discussion:* If a staff is opening a bathroom window, it should be closed and locked PRIOR to you leaving your shift, preferable within the first hour of opening the window to ensure its not left open.

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

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

*1. Sub-topic:* **Transporter**

*Discussion:* Transporters should ensure that ALL van doors are locked when participants are returned to shelter and/or/ transported to school

*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:* **QI Audit and DCF Audits**

*Discussion:* QI Audit is scheduled on Wednesday and Thursday, March 6th & 7th DCF Audit is scheduled for Monday, March 11th. Please make sure that at ALL times, you are working per policy requirements. Remember, this is a ‘Person-Centered” agency. And there is NO wrong door”- this means if youth do not meet the criteria of our program than we ensure that the appropriate referrals are made for what is best needed for the child. We are a “24- hour awake shelter.

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

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:* Policy & Procedure Review

*Discussion:* Policy P-1123 Behavioral (Management System was reviewed. No, YCW can place a participant on Suspension. Both Suspension and achievement must be approved by a Supervisor / Director.

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

2. *Sub-topic:* Policy P-1120

*Discussion:* Medication –Training and Education Policy All IYP-East are required to be Med. Trained, including the use of the Pyxis machine, MAR, verification , and Documentation.

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

3 *Sub-topic:* Policy P-1121

*Discussion:* Supervision and staffing Ration/ Scheduling Policy the Ratio for supervision to 6 during awake hours and 1 to 12 during non-awake hours

4. *Sub-topic:* Policy P-1130

*Discussion:*  Use of Telephone Policy staff is to verify who’s approved on the contact list, dial the number, and ensure the correct person is on the phone. The youth are to remain in the presence of a staff.

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

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

E. Participant Complaint and Grievance (specific and quarterly review of trends)

*1. Sub-topic:* #P-1121- Incident Report Procedures – the employee who observe on incident or who first learns of an incident should immediately alert the supervisor and complete the CCC form.

*Discussion:* **Ongoing**

*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:* **CDS Performance**

*Discussion:* Counselors are asked to review and stay current on their 30, 60, & 90 Follow up Reports. Residential and Family Action need to continue to keep our number of participants up.

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

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:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

*2. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1.* *Sub-topic:* **Compliance**

*Discussion:* The Department will not tolerate staff that intentionally*, knowingly, or deliberately fail to perform their assigned duties*

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

2. *Sub-topic:* **Insubordination**

*Discussion:* Is the willful refusal to obey the lawful orders of one’s supervisor (s). DJJ employees shall follow lawful orders and carry out the directives of the delegated authority. Employees shall resolve any differences with management in a constructive manner.

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

*3.**Sub-topic:* **Discharge and Current Files**

*Discussion:* Before you leave training today, you are to review the discharged records and current records to see if your name is on the file. If it is, please make sure the corrections needed in the files are completed on today. It has been located in the main office for several weeks, so if you haven’t completed the corrections by now, then it should be completed on today,

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

*4. Sub-topic:* **Review Behavior Management System with Staff (Policy# (P-1123)**

*Discussion:* Youth Care Workers are responsible for completing 4 role plays with youth, no later than by the evening shift. Behavioral Management System is a requirement from DJJ. Every staff member should have completed online DJJ training on the Behavioral Management System.

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

*5. Sub-topic:* **Negligence**

*Discussion:* Negligence is the future to take appropriate care to do the work duties and actions that are expected of you.

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

**VII. Other Business:**

*1. Sub-topic:* **IYP- 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 Employee**

*Discussion:* Please welcome our new employer Krystal Sweatto the team.

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

Respectfully submitted by: Karen Bethel Date: 3/04/2024

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| Approved: |  |  |
| Alex Culbreth |  | 3/5/2024 |

Name Date