Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 03/31/2022

Time: 9:00 am & 5:00pm

Location: IYP-EAST

Date of Next Meeting: 04/30/2022

Attendance: Joy, Val, Cindy, Monica, Freddie, Julie, Karen, Alex, Errol, Antonio, LaToya, Gary, Cherelle, Wendy, Lytinia, Thomas, Izel

Absent: Pat, Trinity, Marianna, Rachel, Bridgett

**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. I will provide you all a copy of where you are.

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

*2. Sub-* **Staffing**

 *Discussion: We are looking to hire a couple more YCWs to assist with vacations, days off, and sick leave.*

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

*3.**Sub***- New Hire**

 *Discussion***:** *We would like to introduce our new Residential Supervisor, Mrs. Wendy Mulberry*

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:*

 *Discussion*:

 *Outcome, Actions, Timeframe:*

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:* **Screenings**

 *Discussion:* Anyone (shelter staff) answering the phone can complete a screening. When completing a screening ensure that adequate information is gathered and a progress note is written. There are FAKE calls being conducted.

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

*2.* *Sub-topic:* **DV referrals**

 *Discussion:* You MUST call AND get ahold of a Supervisor to review ANY DV screening. Just like other referrals/ screenings, you cannot deny without talking to a Supervisor.

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

*3.* *Sub-topic:* **Answering Shelter Phones**

 *Discussion:* DO NOT EVER ignore phone calls. If for some reason a call goes to voicemail, check the message immediately and call the person back immediately. You should always have a shelter phone on you. We have 2 cordless phones so each staff should always have one with them regardless of what they are doing.

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

*4.* *Sub-topic:* **Shift coverage**

 *Discussion:* Shift changes/ sharing of shifts needs supervisor approval PRIOR to change Also, shift duties need to be shared evenly among staff. 1 staff should not have ALL the Px’s by themselves the majority of the shift. Supervision of Px’s is our top priority. Also, try to arrive on time for your shift and preferably a few minutes early in order to receive proper pass-down.

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

*5. Sub-topic:* **Follow Program Rules/ Schedule**

 *Discussion:* Dear time, role-plays, chores, (dishes), total-up/ negotiation time etc. These are required activities for the Px to engage in every day. Staff should not be doing these things for the Pxs. We are moving to sign-off sheets for chores/daily shift duties. Staff should not bring in outside food for Pxs to eat and should also not eat their food from outside in front of Pxs.

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

*6. Sub-topic:* **Runaway Procedures**

 *Discussion:* Handout provided.

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

*7. Sub-topic:* **Cell Phones Usage**

 *Discussion:* YCWs supervising Pxs should NEVER be on their personal cell phones. This is becoming too much of an issue and it interferes with proper and safe supervisions of Pxs.

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

*8.**Sub-topic:* **Logbook**

 *Discussion:* Ensure you are highlighting all required entries. I have placed all the needed highlighters in every room more than once and they are missing. Also, remember to complete the shift leader assignment every shift and document that it was completed.

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

*9. Sub-topic:* **Time OFF**

 *Discussion:* Procedure discussed, Request forms must be submitted when asking for 2 days or more. You must find coverage prior to asking for the time off.

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

*10. Sub-topic:* **Professional Demeanor**

 *Discussion:* Positive interactions with Pxs, staff and parents / guardians. Conversations around Pxs.

 *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! Monica Heinecker, on a job well done.

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

Respectfully submitted by:

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| --- | --- | --- |
| Karen Bethel |  | 03/31/2022 |

 Name Date

Approved:

\_ Alex Culbreth\_\_\_ \_\_\_\_\_\_\_ 3/31/2022 \_\_\_\_

Name Date