Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 05/26/2022

Time: 9:00 am

Location: IYP-EAST

Date of Next Meeting: 06/30/2022

Attendance: Joy, Val, Monica, Freddie, Julie, Karen, Alex, Errol, LaToya, Gary, Cherelle, Izel, Pat, Bridgett, Antonio, Lytinia

Absent: Marianna, Thomas, Trinity

**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-***Training**

 *Discussion:*  We are almost to the end of the training year. Please ensure that you complete all of your training by the end of June. See Alex if you have questions about your training.

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

*2. Sub-* **Shift Coverage**

 *Discussion:* Arrive on time for your shift and preferably a few minutes early in order to receive proper pass-down. Also, ensure that each staff member is sharing duties equally, shift leader training, Shift responsibility lists, and ensure all responsibility are before shift ends

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

*3.**Sub***- Staff Training**

 *Discussion***:** Community Resources Guide for Families --well-being and sufficiency

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

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:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2.* *Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*3.* *Sub-topic:*  **Cell Phone Usage**

 *Discussion:* YCW’s 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 supervision pf Px’s.

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

*4.* *Sub-topic:* **Program Update**

 *Discussion:* We have our Basic Center Audit coming up June 8th and 9th. We are still looking for at least a couple more. YCWs to hire. Please refer qualified and ready –to-work applicants.

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

*5. Sub-topic:* **Logbook**

 *Discussion:* Ensure you are completing your shift reviews each shift. Document activities as they occur.

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

*6. Sub-topic:* **Px Files**

 *Discussion:* Thanks you to those writing very detailed and descriptive notes. This allows the counselor and Supervisor the opportunity to address specific behaviors with the youth.

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

*7. Sub-topic:* **Enhanced summer Program**

 *Discussion:* Encourage those you know to enroll their children in our summer program. We are trying to enroll only boys since we are limited on coverage and also we are getting more male screenings.

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

*8.**Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*9. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*10. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

**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:*  **Ongoing**

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Karen Bethel |  | 05/26/2022 |

 Name Date

Approved:

\_Alex Culbreth\_ \_\_\_\_\_\_\_ 5/26/2022 \_\_\_\_

Name Date