**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 07/26/2023

Time: 9:00 am

Location: IYP-East

Date of Next Meeting: 08/31/2023

Attendance: Errol, Monica, Alex, LaToya, Lytinia, Joy, Gary, Veronica, Gabrielle, Karen, Val, Latavia

Absent: Pat, Cherelle, Izel

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*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 ensure all training are complete for the month. If you cannot log into a system let Mrs. Karen Know ASAP! The fiscal year has begun in July so we to complete all trainings.

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

*2. Sub-topic:* **Shift Coverage/ Time off**

*Discussion:* Please find coverage before taking time off, especially for an extended of time. Your immediate supervisor must be notified when taking time off or when switching shifts, regardless of time. Your immediate supervisor must be notified when taking time off or when switching shifts, regardless of what your position is. No overtime is allowed unless approved PRIOR to by your immediate supervisor. Prior to day off all staff must submit a vacation request to your supervisor with at least 24 hours’ notice and receive approval before the time is granted . If you are sick for two days in a week a doctor’s note will be required. Please get with Ms. Monica or myself to cover shifts. When you cover s shift you will be expected to complete all duties of that shift (cleaning, cooking, supervision, log book entries, transport, etc,) this is why when you are trained you are trained you are trained on all shifts. All staff are expected to complete ALL tasks of the shifts that are covering.

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

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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:* **Program Updates:**

*Discussion:* We have one new part-time YCW shadowing now should be on the floor soon, and that would be Ms. Latavia, please welcome her and assist her with anything that she needs. I also have 1 in background that I have slated for the Transporter position.

*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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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:*  No discussion

*Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **Medication**

*Discussion:* EVERY YCW is trained on how to dispense meds out of the Pyxis now. Before breaking cubbies open get with Monica and see if we can get them out another way. Meds need to be needs to be counted every time prior to giving them. Do not rely on the previous count. If there was an error and you did not count them, it will fall on you. There have been way too many errors regarding meds counts. If you think somethings is off, stop and call for clarification. ALWAYS follow the rights prior to giving meds. They are located across the top of the MAR.

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

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

*Discussion:* The different type of life cycles and stages of Lice.

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

B. Counseling and Programming Issues

*1.* *Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

2. *Sub-topic:* **Shelter Phones / Doors**

*Discussion:* Screenings will be completed by WHOEVER answers the phone. Someone may not be in their office to take the call or may be on phone with someone else or in a meeting. DO NOT transfer screenings to other phones, this may send them to voicemail. Do not just scan screenings to me, notify me that you sent it so I can review it immediately. Everyone is expected to answer the door. The phone should not ring multiple times and the doorbell

should not ring multiple times before they are answered.

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

*3. Sub-topic:* **Shelter Procedures**

*Discussion:* We are returning to sanitizingeach shift. Ensure that youth are washing their hands multiple times a day and using hand sanitizer. Also, the shift leader for the shift needs to ensure that all commonly used surfaces have been wiped with Clorox wipes and door knobs are sprayed with Lysol. If a child is presenting symptoms of being sick, act immediately and take a temp. DO not copy UERs or CCCs anymore. Place them in the book and I will see them. Facebooks-EVERY shift needs to be completed with points entered and added up. This has not been occurring on a consistent basis. Whole shifts are being left blank. The SHIFT Leader should complete the mock drill or ensure that it is completed. All relevant entries must highlighted.

*Outcome, Actions, Timeframe:*

*5.**Sub-topic:* **Files**

*Discussion:* Case notes need to be completed in a timelier manner and placed in the files. Files should be ready for disposition the day after the child leaves the shelter and files should be broken down the second day after dispo. File/log entries. We are having way too missing/ late entries. We are having way too many stickie’s on files. This is unacceptable.

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

**VII. Other Business:**

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

*Discussion:* Thanks you all for your hard work and teamwork during this past week. With people out sick and my family emergency I am proud that you all worked together to make it flow smoothly. Teamwork makes the dream work!! You all shine!!

*Outcome, Actions, Timeframe:* **All congratulated on a job well done**.

*2***.** *Sub-topic:* **New Employee**

*Discussion:* Let’s welcome our new Youth Care Worker Latavia Rochelle

*Outcome, Actions, Timeframe:* **Hired on 07/13/2023**

Respectfully submitted by: Karen Bethel Date: 08/01/2023

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| Approved: |  |  |
| Alex Culbreth |  | 8/3/2023 |

Name Date