**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 08/31/2023

Time: 9:00 am

Location: IYP-East

Date of Next Meeting: 09/30 /2023

Attendance: Errol, Monica, Alex, LaToya, Joy, Gary, Veronica, Gabrielle, Karen, Cherelle, Dayshana

Absent: Pat, Izel, Val, Lytinia

**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 completed for the month. If you cannot log into a system let Mrs. Karen know ASAP!

*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 what your positions 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 will be required. Please get with Ms. Monica or myself to cover shifts. When you cover a shift you will be expected to complete all duties of that shift (Cleaning, cooking, supervision, log book entries, transport, etc., etc.) All staff are expected to complete all tasks of the shift that they are covering. We are working toward a permanent schedule. Please review the scheduled I sent out so you can see the open shifts.

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

E. Annual Budget Planning and Process

*1. Sub-topic:* **Compensation**

*Discussion:* Change In pay rate for YCW staff, effective date 10/1/23

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

# II. Health and Safety:

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 hired mainly for the transporter position. Please welcome Ms. Dayshana.

*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. Meds need to be counted every time prior to giving them. Do not rely on the previous count. 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. Always a new med/refill comes in notify Monica. The staff that accepts the meds needs to create the MAR.

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

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1.* *Sub-topic:* **Transport procedure/Safe Place Procedure-documentation and training**

*Discussion:*  Single Transport Log Entries Get prior approval by Reg. Director before school pick up, School Transport Log book entries Write school and bus location that you are traveling to, Departure time, number of Px’s, Starting mileage, also when you return write the count of how many Px’s return back, Driver 1st Initial , last name

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

2. *Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*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. Do not forget to complete 3 shift reviews each shift you work.

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

*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 need to be completed before the shifts. 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 to the staff that worked during the hurricane. 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 Ms. Dayshana Walker

*Outcome, Actions, Timeframe:* **Hired on 08/17/2023**

*3. Sub-topic:* **Employee of the Month**

*Discussion:* Congratulations Izel Session, on a job well done.

*Outcome, Actions, Timeframe:* **Month of August**

Respectfully submitted by: Karen Bethel Date: 08/31/2023

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| Approved: |  |  |
| Alex Culbreth |  | 8/31/2023 |

Name Date