**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Staff Meeting

Date: February 8, 2022

Time: 9:00 AM

Location: IYP-NW

Date of Next Meeting: March 11, 2022

Attendance: Walter D., Kathy H., Carlton J., Wanda J., Carlos L., Ralph M., Sharon M., Sabriena W.

Absent: Belinda K., Michael Mc., Vivian R., Bessie S., Daphena W., Akilla W., SherrieAnn.

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:*  No 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 Files – Walter D., Administrative Assistant**

*Discussion:*  Basically we are still having issues with logging into The Bridge and SkillPro systems. Over all we are moving along with knocking out this training year.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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:* **Confidentiality Awareness – Sabriena W., Regional Director**

*Discussion:*  Reminder we are dealing with confidential information. The participants file, phone calls, and shift pass-downs. Any time we are discussing a participant, their file phone calls and during the pass-along information all these should be in private and not around the participants. Be aware of your surroundings during all of these.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Work Ethics: establishing our worth via our commitment to excellence – Carlos Lopez, Residential Supervisor**

*Discussion:*  Be on time, keep overtime at a very minimum. We are bringing in new staff that are willing to work anytime, be on time, do their job and doing it correct.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:*  **Supervision**

*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** – **Maximizing our Resources in ALL 3 Regions – Sabriena W., Regional Director**

*Discussion:*  We are experiencing a shortage in staff as well as the other 2 regions. Example with screenings, even if we are unable to accept a child into our program at the moment one of the other two shelters may have availability in their shelter and they will be doing the same for us. (Managing our time, inventories, staff scheduling, purchases).

*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:* **Nurse Input – Kathy H. RN**

*Discussion:*  Right now we don’t have any Medical or Medication issues with the participants at this time. COVID wise the Omicron variant is a milder form of COVID seems to be like a stomach flu issues. Delta is still out there and more serious with upper respiratory tract issues so we need to be aware of that.

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Being thorough in our reporting and what we do on shift – Carlos Lopez, Residential Supervisor**

*Discussion:*  Intakes still have too many sections not being filled out. Progress notes: There need to be more notes rather than just a summary of an 8 hour shift in each participants file. Security Safety: Doors must be locked at ALL times, Bedrooms, lobby, front, back side doors, company van and staff vehicles as well. Temperature Taking: The youth should not be reporting this, staff should be observing each youth and recording temps at the same time as it is happening. (This is observed during DCF audit). Be honest with ourselves and ask yourself, have I been cutting corners? Let’s do what we NEED TO DO not what we feel like doing. Please follow the program schedule at all times. (Partici0pant phone call times, Large Muscle Activity, and other activities as scheduled etc.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Over Time – Carlos Lopez, Residential Supervisor**

*Discussion:*  ONLY OVERTIME AUTHORIZED IS WHAT IS ON SCHEDULE.

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Peer 2 Peer** **– Sabriena W., Regional Director**

*Discussion:*  We have an acknowledgment box for staff shout outs for encouragement. Feel free to give shout outs to any staff

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **With Changes coming on the horizon, are we too comfortable for change? – Carlos Lopez, Residential Supervisor**

*Discussion:*  Are we ready to step up and do what we have to do to get through these tough times. Work day’s maybe we would be off or a different shift or time.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:*  **BIRTHDAY SHOUT OUTS – Carlos Lopez, Residential Supervisor**

*Discussion:*  We would like to wish the following people a Happy Birthday! Michael Mc. (17th) and Belinda K. (20th)

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Carlos Lopez |  | 2/8/2022 |

Name Date