

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: **Staff Meeting**

Date: **February 10, 2020**

Time: **9:00 AM & 4:00 PM**

Location: **IYP-NW**

Date of Next Meeting: **March 10, 2020**

Attendance: Walter d., Stephanie D., Kathy H., Wanda J., Christine K., Ralph M., Sharon M., Justin R., Athena R., Bruce U., Terri W., Daphena W., Sabriena W., SherriAnn W., Jalen W.

Absent: Chondra B., Shawn R.

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:* **On-Call Schedule**

Discussion: Mrs. Williams went over the on-call schedule to make everyone aware of who was on call and where it is located.

Outcome, Actions, Timeframe:

2. *Sub-topic:* **Guest Speakers**

Discussion: Shanele has set up guest speakers from the community to come speak to our children for groups. Thank you, Shanele for taking the time to set them up for us.

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**

Discussion: Please make sure you are checking with Walter to see if your training is completed for the 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:* **File Review**
Discussion: Mrs. Williams went over some issues we were having with the Participants files. She let everyone know that if they need a refresher course to get with her so she could set it up.
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:*
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:* **Re-licensure Date**

Discussion: Kendra from DCF will be here on February 26, 2020 at 9AM for re-licensure audit.

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:*

Discussion: No discussion

Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

1. *Sub-topic:* **Total – up FACE System/Use the Social Skills**

Discussion: Please continue to use the FACE System and the Social Skills in the Behavior Management System. Make sure you are totaling up the points at the appropriate times.

Outcome, Actions, Timeframe:

2. *Sub-topic:* **Organization in the fridge/Cleaning**

Discussion: Please make sure that everything is in its proper place in the refrigerator and dated. Make sure that it is clean and clear of things that are not to be in there.

Outcome, Actions, Timeframe:

3. *Sub-topic:* **Completing intakes and screenings**

Discussion: Make sure that the screening and the entire intake is completed and if you cannot finish it. Make sure to pass that information along to the next shift so that it may be completed.

Outcome, Actions, Timeframe:

4. *Sub-topic:* **OT**

Discussion: We need to continue to keep the overtime to a bare minimum, even though we are still below the other two shelters in OT.

Outcome, Actions, Timeframe:

5. *Sub-topic:* **Timesheets**

Discussion: Please make sure all time sheets are kept in the filing cabinet and are filled in after each shift.

Outcome, Actions, Timeframe:

VII. Other Business:

1. *Sub-topic:* **United Way Drive Winners**
Discussion: 1st Place is Bruce U. 2nd Place is Sharon M. 3rd Place is Wanda J.
Outcome, Actions, Timeframe:
2. *Sub-topic:* **Linen exchange**
Discussion: Reminder linen exchange is every Saturday.
Outcome, Actions, Timeframe:
3. *Sub-topic:* **Christine's new schedule**
Discussion: Christine has a new schedule it is posted on her door. Please take the time to review her schedule in case you were asked when she will be in.
Outcome, Actions, Timeframe:
4. *Sub-topic:* **Meditation**
Discussion: We are now having meditation 15 to 20 minutes before the participants go to bed. This is in an effort to help them calm down before heading to bed.
Outcome, Actions, Timeframe:

Respectfully submitted by:



Name

2-10-2020

Date