**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Staff Meeting**

Date: **March 16, 2023**

Time: **9:00 AM**

Location: **IYP-NW**

Date of Next Meeting: **April 13, 2023**

Attendance: Roslyn C., Walter D., Kathy H., Josie J., Carlton J., Katelyn J., Wanda J., Ralph M., Sharon M., Tonda N., Bethnany S.

Absent: Shalay C., Bessie S., Daphena W., Sherri Ann W.

**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:* **Summer Program Recruitment– Sabriena W., Regional Director**

*Discussion:*  We have started our recruitment for our Summer Program. We have several activities set up such as: Skating, movies, Flip Factory, Defy of Gainesville, guest speakers, trips to the library and the Santa Fe Zoo.

*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:* **Suicide Awareness Refresher Training– Sabriena W., Regional Director**

*Discussion:*  You will need to complete the online via Zoom Suicide Awareness training with Miss. Stephanie as soon as possible, Mr. Walter will put the link on the Youth Care Workers computer. After your training sign the sign in sheet put the date and time you completed it.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Training – Walter D., Administrative Assistant**

*Discussion:*  I have emailed out everyone’s training spreadsheets. See me if you have any questions.

*Outcome, Actions, Timeframe:*

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:*

*Discussion:*  No 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:* **Suicide Assessment (Residential) – Sabriena W., Regional Director**

*Discussion:*  All admissions to the program are screened for suicide risk using the Florida

Network approved five suicide risk questions. Regardless of the procedures outlined below, if at any time from the point when a youth arrives at a shelter and any staff observes or believes a youth presents as an immediate threat to themselves or others, the youth will be placed on one-to-one supervision and staff will immediately call 911 and request assistance from law enforcement for a Baker Act and/or transportation for additional assessment. If law enforcement brought the youth to the shelter, staff should request that they stay to transport the youth to the crisis stabilization unit.

In addition, when staff observes any indicators (behaviors, actions, youth demeanor, conversations, etc.) subsequent to the youth’s admission into the program that may reflect an increased risk of suicide, a suicide risk screening may be performed. When indicated, an assessment of suicide risk must be completed by a licensed mental health professional or a non-licensed mental health professional within the time frames established by this policy.

Youth whose screening indicates a risk of suicide are placed on one-to-one supervision or constant sight and sound supervision dictated by need, until a clinical assessment is completed by a licensed professional or a non-licensed mental health professional under the supervision of a licensed professional.

At any time, the youth has made suicide gestures or attempted suicide, the Program Supervisor shall be notified and informed what procedures have been put in place to ensure the youth’s protection. Any time there is a suicide attempt, the CDS CEO/COO, the Florida Network and DJJ shall be notified in accordance with DJJ Incident Reporting Policy.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Staff Supervision– Sabriena W., Regional Director**

*Discussion:*  It is the responsibility of the shift leader to ensure that the appropriate type of supervision of participants is maintained.

It is the primary responsibility of youth care workers to provide direct participant supervision. Video surveillance is not an acceptable alternative to direct sight and sound supervision. All other routine tasks are secondary to the priority of supervising youth.

When the situation warrants any and all staff available should be prepared and are expected to assist with the supervision of participants. All staff on duty are expected to be alert at all times.

There will be occasions when one-on-one supervision is required to assure participant safety or maintain control of the environment. It is critical that all youth care workers on duty should maintain diligent contact with their shift partners regarding their whereabouts and activities. This is required to ensure a maximum and immediate response to an emergency.

When the situation warrants, the shift leader is expected to use the on-call systems, contact supervisors and/or contact off duty staff to increase the ratio of staff to participants for supervision purposes.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* Discrimination Policy

*Discussion:*  There was a call that came into HR regarding Bullying, Discrimination against Religion, Race, LGBTQ+, Favoritism, etc. We have a Discrimination Policy in place if you feel you have felt any of these things.

*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:* **Staff Concerns**

*Discussion:*  None at this time.

*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:* **Observations/Health Concerns – Kathy H., Registered Nurse**

*Discussion:*  We have a participant that has a seizure disorder. She takes half pills that have to be cut by the parent or LG. If she has a seizure and it lasts more than 5 minutes call 911.

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Large Muscle Exercise (Staff Interactions) – Sabriena W., Regional Director** *Discussion:*  It is required that the participants have time for Large Muscle Exercise each day. During this time staff are expected to participate in the activities with the children. This means actually being involved in the activity that the participants are doing.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Timesheets daily entries – Sabriena W., Regional Director**

*Discussion:*  Please record your time on your timesheet daily. Timesheets are usually collected on Friday in order to go over them.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **On Call schedule – Sabriena W., Regional Director**

*Discussion:*  There will be changes to the On Call schedule. TBA

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Counselor Input – Tonda N., Residential Counselor**

*Discussion:*  We had a Discharge this past Sunday, The parents said thank you to all the staff!

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Staff Shout outs– Sabriena W., Regional Director**

*Discussion:*  Shout out to all the staff on duty last weekend in the situation on the 3 to 11 shift. Ms. Roslyn, Miss Bethany, Carlton J. (My apologies to the staff involved). Shout out to Mr. Ralph for the Screenings, Intakes and Discharges. Shout out to ALL the weekend staff for all you do!! Shout out to Mrs. Sharon for going out of her way to bring positivity to our staff and our children every morning to start off their days!!

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Participant Board Updates (HV, Dispos etc.) – Sabriena W., Regional Director**

*Discussion:*  There have been updates added to our participant board. Home Visits & Discharges. If there is no dates see Miss Tonda.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Evaluations** **– Sabriena W., Regional Director**

*Discussion:*  Evaluations are coming up, please complete them as soon as possible and return back to me.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Friday Night Live! How is that going? – Sabriena W., Regional Director**

*Discussion:*  This is a Behavior based event. Staff say it seems to be going well.

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* **SNAP NEED FACILITATORS– Sabriena W., Regional Director**

*Discussion:*  The SNAP Program needs Facilitators, if you would like to apply or know someone that would be, please let me know.

*Outcome, Actions, Timeframe:*

*6. Sub-topic:* **Q.I. Awareness** **– Sabriena W., Regional Director**

*Discussion:*  Central has gotten their notice March 29th and 30th. We need to be in Q.I. mode, they can come at any time between now and June 30th.

*Outcome, Actions, Timeframe:*

*7. Sub-topic:* **Transcripts – Sabriena W., Regional Director**

*Discussion:*  If you have not gotten your school transcripts in please do so now.

*Outcome, Actions, Timeframe:*

*8. Sub-topic:* **Working schedules 2 weeks – Sabriena W., Regional Director**

*Discussion:*  Your work schedules are posted for two-week periods. I will not text you your schedules, I will not text you updates, that is not my style of business.

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* **Spring Break Update – Wanda J., Senior Youth Care Worker**

*Discussion:*  Spring Break is March 20, 2023 – March 24, 2023, this year. The activities are as follows: LMA Outside at 9am, Board games/Arts & Crafts at 10am, lunch/movie at 11:30am, Quiet time/ shift change at 3:30pm, Group at 4pm, LMA at 5pm, Showers, dinner, phone calls, laundry, and healthy snack at 6pm, meditation at 9:30pm, Lights out/bed time 10:30pm.

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Sabriena Williams |  | April 13, 2023 |

Name Date