



June 2nd, 2021

8:00- 9:00 AM

IYP- NW

AGENDA

Introduction – Sabriena Williams (Regional Director)

- **Trng June 2, 2021 (Mandatory Florida Network)**
- **Shout Outs!!!**
- **Team Building Exercise**

Florida Network Training Event (John R, Brandi H, and Jesse J)

- **Psychological Profile Assessments**
- **Character Definition**
- **Principles needed from a YCW**
- **Word from our CEO**

LUNCH BREAK

Continued Training Event

- **Factors to Motivate Youth**
- **Relating to traumatized Youth**
- **Team building exercise**
- **Surveys**

END

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: **Staff Meeting**

Date: **June 2, 2021**

Time: **9:00 AM & 4:30 PM**

Location: **IYP-NW**

Date of Next Meeting: **July 6, 2021**

Attendance: Walter D., Kathy H., Carlton J., Wanda J., Carlos L., Ralph M., Sharon M.,
Kimberly P., Terri W., Daphena W., Sabrina W.

Absent: Chondra B., Matilde S., (Doctor's Appointment) SherriAnn 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:*

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:*

Discussion:

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: 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:* **Cellphones**

Discussion: We have 3 things on the Agenda, we have a brief agenda but the first thing we want to bring to your attention as far as the staff meeting goes, make sure we do not have our phones out on the camera. I did a check throughout the week and found that people are still having their cell phones out on the camera. We have got to make sure we are stepping off of the floor if we are going to use our cell phones simply because the cameras are being monitored not just by us, but that is a part of the supervision that said if you're on your phone then you're not giving the kids your direct attention. We know cellphones can be distracting so let's be very careful about having our cellphones out.

Outcome, Actions, Timeframe:

2. *Sub-topic:* **Supervision**

Discussion: The second thing is Supervision that goes right along with the cellphones. Supervision, let's make sure we are watching the kids at all times we are not sending the kids to go get things, I have seen that happen where you know where you say just go right there to the kitchen and get so and so. It is a participant we can trust them. But in a blink of an eye anything can happen when we are not supervising them. Make sure we are supervising them outside; when you see the kids are getting a little rough with each other sit them down. We had an incident that happened last week, not that supervision was a problem but the issue was that the kids got a little over playful with each other and things happen. So supervision is if you see kids if you didn't have prior knowledge that the kids are not getting along I would suggest put them in 2 different activities. You play basketball over here and you get the football and throw it to somebody else, separate them if we have prior knowledge that they are not getting along. But let's make sure we are supervising them that is why we are here, part of why we are here and that is a big part of how we can keep our CCC reports down and our Unusual Event Reports.

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:*
Discussion: No discussion
Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

1. *Sub-topic:* **Staff/Participant Interactions**
Discussion: We are doing good with that, Summer is coming up so we are going to have to do a lot more of that cause we know that kids get bored easily, very easy, so we are going to try and keep them entertained and interact with them throughout the day. On the evening shift we just got to keep them more entertained, more interactive until they get tired, wear the out, so they can go to bed. Summer is one of our most critical times of our program simple

because kids are out of school they are not so structured as they are during the school year so we have to really make sure that our summer program is gonna go off without a hitch we are starting it June 6? Is that right Mrs. Wanda? June 6th to July 6th will be 30 days and then we will start another one up maybe July 8th or something give ourselves a day or two to clean and then have a whole new group of kids to come in. So Mrs. Wanda and Mrs. Sharon have done a great job of getting that prepared for us, if you have any suggestions or know of anything going on in the community that we may be able to go to or any speakers that you see going around please let those 2 ladies know so we can try and put that on our calendars.
Outcome, Actions, Timeframe:

VII. Other Business:

1. *Sub-topic:* **Note from Jim Pearce**

Discussion: June 6th Mr. Pearce has put out an issue that anybody that was working from home will now be working back at the shelter. We have people all over the agency that were working at home HR, IT, some Family Action, different departments, but June 6th and following that we are going to get a mandate from the State that we have to increase our numbers back to 12. Mrs. Williams stated: So we don't know that specific date, but when that does come down the pipeline we are gonna be back and running, it's been a year! Over a year, that we have kept our numbers down in that case we are gonna see how it goes we may be running 3 people on the evening shift just keep the supervision up so we can really handle our 12 kids. It's gonna be rough for the clinical part of our program because we were getting help from Central, but they are gonna go back up to their 20, 22. Central may not be able to assist us when they go back to their 20 or 22 kids. It's gonna put some pressure on management here for us to keep up the clinical part unless we find someone we can hire. We did interview someone, so we do have someone in the interview process, but we will have to see how that goes.

Outcome, Actions, Timeframe:

2. *Sub-topic:* **Shout outs**

Discussion: Carlos and I just decided today that we were gonna recognize our staff, so Carlos is gonna do some shout outs and then I am gonna pick it up and do some shout outs myself. I know it seems kind of tedious like oh they are acknowledging the same people and what not, but I have to be frank you know when I see the level of interaction with the kids especially when they are difficult, when they are nice and easy that's fine, but when they difficult it takes skill, it takes a certain tone of voice, it takes a certain love mixed in with assertiveness, I see all this in this person I even try to emulate it at times I just want to give a shout out to my man Mr. Carlton. Thank you for serving in that capacity with that amount of wisdom and humility we are rivals on the field though! But here luckily we are on the same team. I also want to extend a shout out, this is a painful one, this one hurts my ego actually yeah I recognize that sometimes I can be an ego maniac, with low self-esteem, but it is all to improve our processes and I joke around with this because in all actuality, I am teachable, I'm teachable. And I can learn something and acknowledge that there are certain things that I have still yet to learn and I want to thank Daphne for teaching me last week. Cause I learn somethings off the training system off of Bridge that I didn't know, that I wasn't aware of certain changes that have come down. And I want to thank you for that. You know how I joke around, I am grateful! Mrs. Williams stated: Ok our first person I want to recognize is Mr. Ralph, Mr. Ralph I would like to thank you and CDS would like to thank you for enduring this year with us, I know it has been a difficult year for all of us trying to maneuver through COVID and everything so we just want to thank you on behave of CDS. Mrs. Kathy, we would like to recognize Mrs. Kathy Let me tell this story, every time I count staff I know

in my mind how many Youth Care workers that we have so I always buy things in that number count, that's the count in my head, then when I get here I'm like oh crap! Wanda I forgot to add Mrs. Kathy, and she would say, Yeah because you were counting Youth Care Workers. Mrs. Kathy that is why you have a different card because I had to go get one. Mrs. Kathy stated because you forget me! Mrs. Williams said I don't forget you; I just always have Youth Care Workers in my mind! So Mrs. Kathy on behave of CDS we want to let you know, we thank you! Mrs. Terri, On behave of CDS we want to let you know we thank you for your kindness. I noticed Mrs. Terri was off on a holiday, and she enjoyed her holiday so we are going to make sure you get some more holidays. Now this one I am going to be petty about ok, and the reason I'm going to be petty about it is because this person long time ago let me know they were not a Gator fan. And that's that! So I had to make sure that Daphne got an FSU yeah I know FSU gift card! Thank you Ms. Daphne! And I know who is a Gator fan and that would be Carlton. Thank you so much for your encouragement. Another Gator fan Mrs. Wanda, we would like to thank Mrs. Wanda. Mrs. Wanda is our Senior Youth Care Worker, and she does a lot behind the scenes in front of the scenes and everywhere else. And we have another Gator fan that would be Walter D. The Gator fan! Mrs. Sharon thanks for all you do! Not sure if our new person is a Gator fan or not but Ms. Kimberly thank you for joining our team! Last but not least Mr. Carlos!.

Outcome, Actions, Timeframe:

3. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

Respectfully submitted by:



Carlos A Lopez, Jr
Residential Supervisor

Name

7/4/21

Date