



October 5th, 2021

9:00 AM- 10:00 AM

IYP- NW

AGENDA

Introduction – Carlos Lopez (Residential Supervisor)

- **Weekend Schedule availability (10-8 to 10-10-21) @ IYP-C**
- **Noticed a lack of tidiness (ex: balls not in shed, chairs all scattered, etc.)**
- **WE need to count Controlled Meds on EVERY SHIFT**

Regional Director Observations- Sabriena Williams

- **Tardiness/ On time shift arrivals A MUST!**
- **Cellphone use/ Step outside/ off the floor**
- **SHOUT OUTS FOR WEEKEND SUPPORT AT IYP-C**
- **October 21, 2021 Staff Appreciation day 3p-4p**
- **YCW Recruitment campaign/ \$1000 BONUS**
- **Staff Mtg November 9th, 2021 (9am-1pm) MANDATORY TRAINING DAY**

Training Needs- Walter Disbrow

Counselor Update- Tiffany Samuel

Nurse Input – Kathy Hardee, RN

Staff Concerns

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Staff Meeting

Date: [October 5, 2021](#)

Time: [9:00 AM](#)

Location: [IYP-NW](#)

Date of Next Meeting: [TBA](#)

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

Absent: Jonetris J., Vivian R., Tiffany S., Daphena 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: [YCW Recruitment campaign/\\$1000 BONUS – Sabriena W. Regional Coordinator](#)

Discussion: Don't forget about the recruitment campaign it is a \$1000.00 bonus! If you know someone who you can vouch for, that can pass a background check, who can be committed to the schedule that we have set in place that we need. We are only needing people for weekends and evenings, if you know anyone that fits that schedule, that has the qualifications, who is dedicated, who is willing to work and you want to vouch for them, please, please, please refer them to Carlos or myself so we can set up interviews with them and move forward with that.

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: [Weekend Schedule Availability \(10-8 to 10-10-21\) @ IYP-C – Carlos L. Res. Supervisor](#)

Discussion: We have several people that have stepped up for working this weekend. Vivian R. has made herself available for 8am to 4pm both Saturday and Sunday. Mrs. Kim has made herself available for the Friday shift 4pm to 12 midnight. Other than that I don't have any other confirmations. There are still shifts open on Saturday and Sunday if your available please let us know, myself or Mrs. Sabriena and we will try and make that happen. We are up to 5 participants 1 DCF, 4 are CINS. We are trying to get 2 of those furloughed. One will be discharged by Friday and that will be JC.

Outcome, Actions, Timeframe:

2. Sub-topic: [Tardiness/On time shift arrivals A MUST! – Sabriena W. Regional Coordinator](#)

Discussion: I would like to talk about being on time for our shifts, because people are exiting and coming on shifts and we have to really penny pinch our time so when people are coming in late that means that people are really working over time, so let's just be on time. It is better to be a few minutes early than to be a few minutes late. So let's make sure we are arriving on our shifts on time, especially our shifts at the other shelters as well at the Gainesville shelter let's make sure that we are early, a few minutes early to those shifts in case there is any pass along information to be exchanged. If you are going to be late to either location make sure that you call your supervisor make sure you tell him you are going to be late, because we are working on a time schedule as we always have. We are trying to make sure we have the adequate coverage and everything we need.

Outcome, Actions, Timeframe:

3. *Sub-topic:* **Cellphone use/Step outside/off the floor – Sabriena W. Regional Coordinator**
Discussion: Let's make sure that cell phone use that we are stepping off the floor, stepping outside, making calls. I have been noticing a couple of cell phones activities on the camera, if it is an emergency call and I just see you picking it up and making a few comments and then putting it down, but I am seeing conversations, scrolling, and that kind of thing interferes with our supervision. So let's make sure we are following the cell phone protocol and procedures while we are on the floor.

Outcome, Actions, Timeframe:

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

Discussion: Yesterday I printed out everyone's training documents so I could be prepared for our training day, I currently have 8 staff with no training what so ever for this fiscal year, I have 2 that need CPR and First Aid, If you have that and I don't have it could you get a copy of that to me asap. I 11 people that have no DCF training, 10 that have no CARF and 12 that have no SkillPro. Also if I contact you it is in regards to the pending list

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:*

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:* **We need to count Controlled Meds on EVERY SHIFT – Carlos L., Res. Supervisor**

Discussion: I want to mention this and I am sure our nurse is going to speak on this as well. We need to count our controlled meds on every shift. We only have one child on controlled meds right now and those have to be counted on every shift and have 2 signatures.

Outcome, Actions, Timeframe:

2. *Sub-topic:* **Nurse Input – Kathy H., RN**

Discussion: Following up with what Mr. Carlos said, during the week everything is fine with counting the controlled meds the problem really comes in on the weekend. We cannot control what they do in

Gainesville, but if we are working over in Gainesville on the weekend we need to be counting our controlled medications. It only has to be counted once a shift, so if you're working 12 hour shifts in Gainesville, then it needs to be counted twice that day one time each shift. So if you come in and it is not counted, count it and then when you leave count with the next shift coming on and that way we can get it counted on the weekends. COVID is going down here in Florida tremendously for anybody that needs to know they are doing monoclonal antibodies if you get sick if you get these early it makes a huge difference so Legacy Ambulance Service is doing that I could not find the phone number but they are here in town. Grace family Medical I talked with them and they are willing to prescribe all the things for COVID that work, so if you get it, you need to be treated early and they will give you what you need. Again if you are vaccinated don't get lazy take your vitamins. You can still get it if you are vaccinated. Let's keep up our protocol here and keep clean, take your vitamins and keep healthy! I have noticed in the log book you're not putting in there that you are disinfecting, so if you are doing it and not documenting it in the log book, you need to get back to it. I will be checking that, because that is something that will be reviewed when we have another QI review.

Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

1. Sub-topic: Counselor Update – Tiffany S., Residential Counselor

Discussion:

Outcome, Actions, Timeframe:

2. Sub-topic: Staff Concerns

Discussion:

Outcome, Actions, Timeframe:

VII. Other Business:

1. Sub-topic: Noticed a lack of Tidiness (ex: balls not in shed, chairs all scattered, etc.) – Carlos L., Residential Supervisor

Discussion: I have noticed a lack of tidiness and I know simply things can get looked over especially when you have staff shortages and you have almost every staff wearing several hats to try and cover the gaps of other staff that they use to probably perform those chores, but we can't lose sight of the little things. Of tidiness, picking up after ourselves cleaning up after ourselves and the other day I found almost every single ball we have out in the yard. This is equipment that money has been donated or given to us. We need to take better care of our things.

Outcome, Actions, Timeframe:

2. Sub-topic: SHOUT OUTS FOR WEEKEND SUPPORT AT IYP-C – Carlos L., Residential Supervisor

Discussion: I want to give a shout out to those of you, that's all of you really that have been helping out with the weekend support. I want to thank Carlton J, for the weekend before last coming in early, I want to thank Mrs. Sharon, Ralph, for going over to Gainesville and being a team, literally a team a husband and wife team going over and working last Saturday. Want to thank Kim P, who has stepped up and went on the Friday when it was very much needed that evening. I want to thank Mrs. Wanda who has gone over there numerous times also she went over last Sunday so she could bring the kids back.

Outcome, Actions, Timeframe:

3. Sub-topic: October 21, 2021 Staff Appreciation Day 3pm – 4pm – Carlos L., Residential Supervisor

Discussion: October 21st is our CDS Staff Appreciation Day where we will have our incoming CEO, and our outgoing CEO, board members will be there as well. Several staff members will get recognized at our staff appreciation it's from 3pm to 4pm late lunch early dinner will be provided by Ole Times. This is mandatory, EVERYONE must be in attendance. It is mandatory! Mark your calendars.

Outcome, Actions, Timeframe:

4. **Sub-topic: Staff Meeting November 9th, 2021 (9am – 1pm) MANDATORY TRAINING DAY – Sabriena W., Regional Coordinator**

Discussion: There will be another Mandatory Staff Meeting/Training November 9th from 9am to 1pm. There will be a staff meeting and a training day. We will have computers set up for you to get on SkillPro, Bridges, CARF, and Florida Network whatever training it is that you are lacking. Walter will have what you need, given to you in your boxes prior to this day. Lunch will be provided that day. So please come prepared to knock out your trainings.

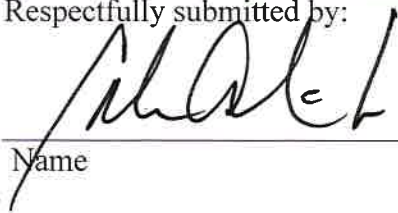
Outcome, Actions, Timeframe:

5. **Sub-topic: Shout out to our Residential Counselor**

Discussion: I would like to give a shout out to our counselor, she has been doing an awesome job on the clinical piece, following up with staff, following up with parents, and she has done a great job so when you see her just tell her great job! She is a great asset to our team.

Outcome, Actions, Timeframe:

Respectfully submitted by:



Name

11-15-21

Date