



November 9th, 2021

8:00 AM- 4:00 PM

NW Staff Meeting/ Training

AGENDA

8:00 am- 8:30 am

Residential Supervisor Observations- Carlos Lopez

- **Boundaries- Cell Phone Use on shift**
- **Leave Requests- 2 weeks minimum**
- **Chain of Command Awareness**
- **CDS T-Shirts Available \$10.00 ea**

Regional Director Observations- Sabriena Williams

- **Possible Upcoming Q.I.**
- **Outreach opportunities & Community Recruitment**
- **CDS Annual Meeting Friday 11/12/2021**
- **Jim Pearce Retirement**

8:30 am- 9:00 am

TEAM BUILDING ACTIVITY

- **Staff SHOUT OUTS!!!**

9:00 am- 10:00 am

Family Action Counselor Stephanie Douglas, LMHC

- **Suicide Prevention & Assessment**
- **Mental Health & Substance Abuse**

10:00 am- 11:00 am

Residential Nurse Kathy Hardee, RN

- **Epi-PEN**
- **Medication Management**
- **Universal Precautions/ HIV, AIDS**

11:00 am- 12:00 pm

Regional Director Sabriena Williams

- **Trauma Informed Care**
- **Policies & Procedures**

12:00 pm- 12:30 pm

Residential Supervisor Carlos Lopez & YCW Ralph Montgomery

- **FACE Behavioral Management System**

12:30 pm- 1:30 pm

LUNCH BREAK

1:30 pm- 4:00 pm

PC Based Trainings

- **Skill Pro**
- **BRIDGE**

4:00 pm- DISMISSAL

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Staff Meeting

Date: **November 9, 2021**

Time: **8:00 AM**

Location: **IYP-NW**

Date of Next Meeting: **December 16, 2021**

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

Absent: Kimberly P., Tiffany S., Matilde 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:* **Outreach opportunities & Community Recruitment – Sabriena W., Regional Coordinator**

Discussion: It is all of our jobs to do outreach and recruit children for our program. We need to look at what we can do to improve our numbers. We all need to do our part.

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:* **Boundaries – Cell phone use on shift – Carlos L., Residential Supervisor**

Discussion: Please be mindful and respectful of the use of your cell phone on shift. There are to be no cell phones on the floor. Excuse yourself to briefly use your cell phone and return back to the floor.

Outcome, Actions, Timeframe:

2. *Sub-topic:* **Leave Requests – 2 weeks minimum – Carlos L., Residential Supervisor**

Discussion: Leave request is a two weeks' notice. You may get denied for that time period, but it all depends on what is going on at the time.

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:* **Chain of Command Awareness – Carlos L., Residential Supervisor**

Discussion: We do have a chain of command policy here at CDS and we need to remember to follow that chain of command when at all possible.

Outcome, Actions, Timeframe:

C. Potential regulatory audits and/or investigation of operations

1. *Sub-topic:* **Possible Upcoming Q.I. – Sabriena W., Regional Coordinator**

Discussion: The QI team has taken a survey and it seems at the moment Q.I will be virtual. We need to gear up for Q. I. now to be prepared for our visit no matter in person or virtual. We will be setting up a Q.I. team meeting – Carlos, Sabriena, Mrs. Kathy, Mrs. Wanda & Walter. So we can take a look at what we have and what we need to work on. CDS was given a Corrective Action for furloughs by the Florida Network.

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:*

Discussion:

Outcome, Actions, Timeframe:

VII. Other Business:

1. *Sub-topic:* **CDS T-Shirts Available \$10.00 ea. – Carlos L., Residential Supervisor**

Discussion: T-shirts are available, if we don't currently have your shirt size we can Paula in outreach and she can get your size ordered if needed. We can only take Money order or check. Thank you!

Outcome, Actions, Timeframe:

2. *Sub-topic:* **CDS Annual Meeting Friday 11/12/2021 – Sabriena W., Regional Coordinator**

Discussion: This Friday November 12, 2021 at 1pm in Gainesville is the Annual meeting. Please let Mrs. Williams know if you are going to attend.

Outcome, Actions, Timeframe:

3. *Sub-topic:* **Jim Pearce Retirement – Sabriena W., Regional Coordinator**

Discussion: We are looking to do something for him from the NW Region if you would like to help or have any ideas please let us know.

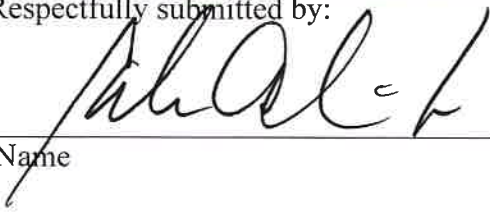
Outcome, Actions, Timeframe:

4. *Sub-topic:* **The shed – Sabriena W., Regional Coordinator**

Discussion: Staff only is to be in the shed at any time! There is damage to the front of the sheds wall and several holes in the door. We are looking into what happened. If it was our people we are holding our people accountable, because that is a supervising issue. If it was others we will be reporting it to law enforcement.

Outcome, Actions, Timeframe:

Respectfully submitted by:


Name

11/14/21
Date