

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: **Staff Meeting**

Date: **November 20, 2020**

Time: **1:15 PM – 2:00 PM**

Location: **IYP-NW**

Date of Next Meeting: **12/15/2020**

Attendance: Jennifer B., Stephanie D., Rebecca H., Wanda J., Carlos L., Ralph M., Sharon M.,
Matilde S., Sabriena W.

Absent: Chondra B., Walter D., Kathy H., Carlton J., Ashanti W., Terri W., Daphena W.,
SherrieAnn 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:

United Way Grant Approval News \$10,000.00 – Regional Coordinator Mrs. Williams

Discussion: United Way Grant was approved for \$10,000.00 the check will be handed to
fiscal by Friday November 27, 2020.

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:

Holiday Schedule

Discussion: Holiday schedule for Thanksgiving is posted.

Outcome, Actions, Timeframe:

2. Sub-topic:

Timesheets

Discussion: Turn in timesheets by Wednesday 11/25/2020.

Outcome, Actions, Timeframe:

3. Sub-topic:

Training Files, Mr. Walter, Administrative Assistant

Discussion: Training updates were handed out to those staff present: Sabriena W.,
Jennifer B., Stephanie D., Ralph M., Sharon M., Wanda J., Rebecca H., and Carlos L.

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:*

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

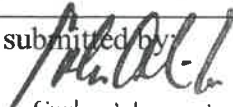
B. Counseling and Programming Issues

1. *Sub-topic:* **PG 13 movies only for Participants**
Discussion: PG 13 movies only are allowed for this household we have now.
Outcome, Actions, Timeframe:
2. *Sub-topic:* **Holiday Furlough for Participants**
Discussion: Holiday furlough for the Residential Participants from Wednesday no later than 5pm till Friday no later than 5pm.
Outcome, Actions, Timeframe:

VII. Other Business:

1. *Sub-topic:* **Mrs. Williams on vacation**
Discussion: The Regional Coordinator is on vacation all week November 24th – November 28th. Residential Supervisor is on call.
Outcome, Actions, Timeframe:
2. *Sub-topic:* **Birthday Shout outs!**
Discussion: Ralph M., 11/6, Chandra 11/13, Justin 11/23, Sharon 11/25
Outcome, Actions, Timeframe:
3. *Sub-topic:* **“Pass The Mask” Video shoot – Mr. Carlos, Residential Supervisor**
Discussion: We shot the “Pass The Mask” video for Public Relations campaign requested by Autumn S. (Family Action & Residential).
Outcome, Actions, Timeframe:
4. *Sub-topic:* **Made known the loss to a dear Staff Member’s family.**
Discussion: No discussion
Outcome, Actions, Timeframe:

Respectfully submitted by:


Carlos A Lopez, Jr
Residential Supervisor

Name

12-23-20
Date