**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 01/30/2025

Time: 9:00 am

Location: IYP-East

Date of Next Meeting: 02/20/2025 & 9:00 am

Attendance: Angela, Karen, Joy, Ch’lanta, Melanie, Cherelle, Monica, LaToya, Nichelle, Dayshana, Gary, Dayshana, Chlanta

Absent: Heather, Izel, Lytinia, Gabbie, Errol Sabriena, Katrina

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Training/slip and Fall**

 *Discussion:*  All staff should complete the “Slip and Fall” training on SkillPro. Please attempt to complete the training this month

 *Outcome, Actions, Timeframe:* **Ongoing**

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:*

E. Annual Budget Planning and Process

*1. Sub-topic:***Annual Budget planning and Process**

 *Discussion***:** Darla askedthat whoever shops at Sam’s to please ring the items on one receipt, ring all grocery items together, and all janitorial items together. It is also allowed to separate the grocery and janitorial items by using two (2) separate receipts.

 *Outcome, Actions, Timeframe:* **Ongoing**

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:*

 *Discussion:*

*2. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:*

 *Discussion:*

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:*  **Peer Review New Procedures-2nd Quarter Analysis**

 *Discussion:* Please remember to submit Q3 peer review by 04/15/2023. Liz has created a QR code for the reviews and lap tops will need to be used to answer the questions. Peer reviewers are asked to use this QR code and give feedback.

 *Outcome, Actions, Timeframe:* **Ongoing**

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:* **Supervisor Report**

 *Discussion:* Review of Policy P-1133 Bed Time Supervision & Bed Checks. Residential Supervisor gave staff members a copy of the Policy and reviewed the information.

 *Outcome, Actions, Timeframe:* **Ongoing**

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:* **IT Plan for updating shelter video surveillance systems**

 *Discussion:* Zach has central scheduled first, East 2nd and NW 3rd for review.

 *Outcome, Actions, Timeframe:* **Ongoing**

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **RN’s Report**

 *Discussion: a.* Heather McVey, RN reported that there have been a few times that the controlled medication counts were recorded incorrectly. Supply counts in the Pyxis have been off a few times recently for reasons still unknown but Heather is working on resolving the issue. Please make sure you are pulling the controlled medications and doing a manual count and not relying on Pyxis to have the correct count. b. Another reminder, which may be part of the counts being off in the Pyxis, when you pull up a medication to be administered the count reflects the supply BEFORE you remove the dose. That number should match the number on the MAR from the previous dose administered. Please do not change the count manually. Heather tries to check inventory by comparing MAR counts and Pyxis counts each shift that she works to make adjustments as needed. PLEASE let Heather know if you have any questions or concerns.

 *Outcome, Actions, Timeframe:* **Ongoing**

B. Counseling and Programming Issues

*1. Sub-topic:* **Outreach Specialist Training Review**

 *Discussion:* Outreach Specialist, Melanie Soldevilla will share a PowerPoint presentation with staff members in reference to the conference that she attend in Atlanta, GA

 *Outcome, Actions, Timeframe:* **Ongoing**

*2. Sub-topic:* **Phone Calls**

 *Discussion:* Residential Supervisor informed staff to the best of the staff’s ability they are to complete all Screenings/referrals when a parent/guardian calls, because they are in crisis and are looking for our assistance. When referrals are completed, they should be immediately placed in the residential Supervisor’s box for review and signature. The referrals are not to be places in the referral box on the office desk, until the Supervisor has reviewed and signed the form. When the internet is out, please call the On-Call Supervisor/ Director to notify them of such, so that they can answer the calls from their cellular phones.

 *Outcome, Actions, Timeframe:* **Ongoing**

4.*Sub-topic:* **Participant Bed change**

 *Discussion:* All bed changes need are approved by the Supervisor/ Director prior to bed changes being made. Participants should sleep in their assigned bed, per the board and identified in their file. When bed changes are approved, a progress note needs to be entered in the participant’s file explaining the reason why the change was made, it needs to be changed on the participant board, in the file where it identifies the bed number that the child is assigned, and in the logbook. Bed are assigned to ensure safety measures, especially when conducting bed checks.

 *Outcome, Actions, Timeframe:* **Ongoing**

 **VII. Other Business:**

*Sub-topic:* **Van**

1. *Discussion:* IYP-East will be able to trade our old van and receive renovated van from Gainesville. Hopefully, the exchange of the vans will occur today following the staff meeting. Once received, Administrative staff will be allowed to look at reasonably priced shops to get the van re-painted.

*Outcome, Actions, Timeframe:* **Ongoing**

 *2. Sub-topic:* **Van Cameras**

 *Discussion:* Transporters are to activate the van cameras by plugging the cord in during all transports with the participants. Deactivate the camera when transport is completed by unplugging the cord.

 *Outcome, Actions, Timeframe:* **Ongoing**

 *3.*  *Sub-topic:* **Training Reminders**

 *Discussion:* Please complete the CARF/CDS trainings listed in January. In February, the following CARF/CDS trainings are due: Intranet Tutorial; Motivational Interviewing; Nutritional Needs of Adolescence; Participant Supervision (residential); Person Centered Training Planning 1 & 2; and Personal Conduct 1 & 2.

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 *Outcome, Actions, Timeframe:* **Ongoing**

1. *Sub-topic:* **Participant Bed change**

 *Discussion:* All bed changes need to be pre-approved by the Supervisor/ Director prior to bed changes being made. Participants should sleep in their assigned bed, per the board and identified in their file. When bed changes are approved, a progress note needs to be entered in the participant’s file explaining the reason why the change was made, it needs to be changed on the participant board, in the file on Page 2 and the Inventory Sheet, and in the logbook. Bed are assigned to ensure safety measures, especially when conducting bed checks.

 *Outcome, Actions, Timeframe:* **Ongoing**

1. *Sub-topic:* **Regional Director Report**

 *Discussion: a.* Review of Participant Staff Interaction Policy. b. Food /Plates fir staff. Food should be prepared for the current staff on duty. However, if food is left over, it should be properly placed in the refrigerator, without aluminum foil. c. Split the house when the house is rowdy. This includes during Large Muscle Activity (LMA) time. Medication management. Ensure proper medication counts, verification, and documentation in the MARS, logbooks, and files at all times.

 *Outcome, Actions, Timeframe:* **Ongoing**

1. *Sub-topic:* **Senior Youth Care Worker’s Report**

 *Discussion:*  a. Please refrain from calling the senior YCW when she is off of work: Monica, Senior reminded staff members that during the week and weekends when she is off of work, please call the On-Call Supervisor/Director to address issues at the shelter and the RN to address medical issues. When needed, the ON-CALL Supervisor/Director will call Monica, instead of the staff member’s calling her directly. b. Monica, Senior YCW reviewed the proper use of laundry detergent which is also documented in the laundry room area. Please follow the laundry rules, so that we can adhere to cutting budget expenses. Also, staff were reminded to include the kitchen cloths and wash cloths when washing, so that an extra load doesn’t have to be completed. c. Monica reminded staff that participants are not allowed to wear make-up because it marks up the linens and wash cloths and youth should not be allowed to wear leggings.

 *Outcome, Actions, Timeframe:* **Ongoing**

 *8. Sub-topic:* **House Manager’s Report**

 *Discussion:*  a. Please make the floors are swept and mopped. This needs to be done every night on the 12-8 am shift. b. Kool-Aid is to be made after every shift, if it is completely gone. Please do not wait for someone else to make it. c. The counter and stove top is to be wiped down with bleach. d. When storing food in the participant’s refrigerator, please label it with the name and date that you placed it in the refrigerator. If there is no label with a date on it, it will be trashed because it is an unidentified/ possibly unsafe item. d. Please make sur we are cleaning the freezer, oven, and refrigerator twice a month. e. At no time is there supposed to be aluminum foil in the refrigerator. No plated with aluminum foil are to be stored in the refrigerator.

 *Outcome, Actions, Timeframe:* **Ongoing**

 *9.* *Sub-topic:* **Employee of the Month**

 *Discussion:* Congratulations to LSE Cherelle Session-Heinecker for being voted for Employee of the month in January.

*10. Sub-topic:* **Words of Encouragement**

 *Discussion:*  Team Rules: DREAM-Believe in yourself and never give up; BELIEVE- Think positive and always give your best; ACHIEVE-Always encourage and dream big!

 *Outcome, Actions, Timeframe:* **Ongoing**

Respectfully submitted by: Karen Bethel 01/30/2025

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| Angela D. Williams, M.S. Residential Supervisor |  | 01/31/2025 |

 Name Date