Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 02/24/2022

Time: 9:00 am & 5:00pm

Location: IYP-EAST

Date of Next Meeting: 03/30/2022

Attendance: Rachel, Joy, Val, Cindy, Monica, Freddie, Julie, Karen, Cindy, Alex, Errol, Antonio, Latoya, Gary, Bridgett, Marianna, Cherelle,

Absent: Pat, Izel, Trinity, Lytinia, Thomas

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

 *Discussion:*

  *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-***Trainings**

 *Discussion:*  See Alex, if you have questions about where you are with your training. Follow the posted signs in the control room to stay on top of the correct trainings.

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

*2. Sub-*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2.* *Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# II. Health and Safety:

A. External Inspections

*1. Sub-topic:*

 *Discussion:*

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

B. Self-Inspections (Reports, analysis, and recommendations)

*1. Sub-topic:* **Safety Procedures/Process**

 *Discussion:* Pxs are not allowed to have papers, pencils, books, in the bedroom. Pxs cannot share clothing. Pxs cannot be on their computers unless during homework time and headphones are for school only. Computers are not to be used outside or on vans. Pxs cannot be outside after dark. Pxs should not touch any electronic equipment. No cellphone usage for any reason while supervising Pxs.

 *Outcome, Actions, Timeframe:*

C. Incident Reports (Reports, analysis of trends, recommendations)

*1. Sub-topic:*

 *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:*

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

 *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:*

 *Outcome, Actions, Timeframe:*

F. Planning Documents (reports, status of goals and objectives, reformulation)

*1. Sub-topic:*

 *Discussion*:

 *Outcome, Actions, Timeframe:*

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

**VI. Clinical/Program**

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:***Program Updates**

Discussion: We are in the process of hiring a few more. 3 YCWs and a Residential Supervisor.

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

*2.* *Sub-topic:* **Facebook**

 *Discussion:* Please ensure that every shift is being completed once you finish the shift. LSE will complete for day shift during week. There should not be any blanks. Please have Px’s sign their FACE sheet during total-up time when they switch between levels.

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

*3.* *Sub-topic:***Outside Appointment**

 *Discussion:* Ensure you document in the medical/ dental log about any scheduled or unscheduled offsite visit to doctor/ dentist/ therapist etc. Also, the logbook.

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

*4.* *Sub-topic:* **Screenings**

 *Discussion:* Anyone (shelter staff) answering the phone can complete a screening. When completing a screening ensure that adequate information is gathered and a progress Note is written in case follow- up is needed from another staff and you are not available. There are still FAKE calls being conducted. Never tell the caller we are closed and do not put off completing a screening. This counts towards our QI evaluation this year,

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

*5.* *Sub-topic:*  **Shift coverage**

 *Discussion:* Please fill in when you can to take the burden off of others. When we can have 3 staff on duty we will, but ONLY the Supervisor will call in or the senior YCW directed by Supervisor, Also, schedule changes need to be approved by supervisor only.

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

*6. Sub-topic:* **Follow Program Rules/ Schedule**

 *Discussion:* Dear time, role-plays, chores, total- up/ negotiation time etc. These are required activities for the Pxs to engage in every day. Staff should not be doing these things for Pxs. We are moving to sign-off sheets for chores. Daily shift duties.

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

*7. Sub-topic:* **Communication**

 *Discussion:* When anyone takes a call or hears from a parent/ guardian about a doctor appointment, it needs to be put in pass-on and written on the board, Communication between shifts and on shifts needs to improve.

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

*8. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*9.**Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*  **Shine Board**

 *Discussion*: All comments left on the Shine Board have been acknowledged

 *Outcome, Actions, Timeframe:* **All congratulated on a job well done.**

*2.**Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Karen Bethel |  | 02/24/2022 |

 Name Date

Approved:

\_ Alex Culbreth\_\_\_ \_\_\_\_\_\_\_ 02/24/2022 \_\_\_\_

Name Date