Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 03/30/2023

Time: 9:00 am

Location: IYP-EAST

Date of Next Meeting: 04/30/2023

Attendance: Joy, Monica, Julie, Karen, Alex, Errol, LaToya, Gary, Cherelle, Lytinia, Izel, Gabrielle, Veronica

Absent: Pat, Trinity, Marianna, Val

**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-***Training**

*Discussion:* Please ensure all trainings are completed for the month. If you cannot log in to a system let Mrs. Karen know ASAP! The Trainings are posted for the whole year. No excuses for not knowing what due when. There are still people who have not completed required 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:*

*Discussion:*

*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:* **Shelter Procedure**

*Discussion:* Do not copy UER or CCCs anymore. Place them in the book and I will see them. FACEBOOKS- every shift needs to be completed with points entered and added up. This has not been occurring on a consistent basis. Whole shifts are being left blank. If training is needed get with LaToya. Mock drills are also not being completed as required. Mrs. Karen puts stickie’s as reminders and when you see them they need to be completed. The shift leader should complete the drill.

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

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:* **Medication**

*Discussion:* EVERY YCW is trained on how to dispense meds out of the Pyxis now. After you have been observed giving meds by Mrs. Conny and cleared, then you Will be expected to give meds. Before breaking cubbies open, get with Monica and see if we can get them out another way.

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

B. Counseling and Programming Issues

*1.* *Sub-topic:* **Cell Phones Usage**

*Discussion:* YCWs supervising Pxs should NEVER be on their personal cell phones. This is becoming too much of an issue and it interferes with proper and safe supervisions of Pxs. Pxs should be closely monitored at ALL times, inside and outside. Pxs should not be on the other side of the building where they cannot be seen clearly by staff.

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

*2.* *Sub-topic:* **Computer Usage**

*Discussion:* Staff should NEVER be on the computer other completing trainings or conducting bed checks. Cell phones and tablets should not be used to show pxs anything. Pxs should be closely monitored if completing school work on computers.

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

*3.* *Sub-topic:* **Shelter schedule**

*Discussion:* Please follow the schedule and complete all activities assigned at correct times. Follow wake/ bedtimes schedules. These are in place for a reason and if not followed, interfere with other activities.

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

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

*Discussion:* Please find coverage before taking time off, especially for an extended amount of time. The supervisor must be notified when taking time off or when switching shifts. Please get with Ms. Monica or myself to cover shifts when people are out sick. It is not fair to the few people who cover. Also, 1 staff should not have ALL the Pxs. This is happening way too much and was also happening when we had 3 staff on duty. After showers the Pxs WILL be separated and not mingle. Snack is to be done at separate times at night. The TV is not a babysitter. If this becomes an issue again I will permanently shut it off.

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

*5. Sub-topic:* **Logbook/files**

*Discussion:* Ensure that you are completing documentation in a timely manner and only AS it occurs, and before you leave ensure you complete all documentation. This will eliminate stickie’s. Things can change rapidly in shelter so NEVER write something before it occurs. That is falsification of documentation. Never leave blanks in the files. Make sure you properly highlight all entries. This is becoming an almost every shift occurrence. We rarely (never) have staff Secure Youth. We need to stop writing a staff secure staff member. Staff secure requires an additional staff member to be one- on-one with a youth of that designation.

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

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

*Discussion:* We still need1 more part- time YCW Please refer qualified/ ready to work applicants .

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

*7. Sub-topic:* **Kitchen items/procedures**

*Discussion:* We must conserve everything we can in order to save money and hopefully get a bonus this year. Only give pxs the portion it states on the menu. There are some items they only get 1 (breakfast biscuit). Hot breakfast should be right before the kids eat it, not hours before and then heated in the microwave. Follow the menu at all times. Dates need to be on all items, not just fridge items. Blue cups are for Breakfast ONLY, only 1 cup juice/ milk. Red cups for water. Do not preset the table.

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

*8.**Sub-topic:* **Shelter Phone/ Doors**

*Discussion:* Screenings will be completed by whoever answers the phone. Someone may not be in their office to take the call or may be on the phone with someone else or in a meeting. Do not transfer screenings to other phones, this may send them to voicemail. Do not just scan screenings to me. Notify me that you sent it so I can review it immediately. Everyone is expected to answer the door. The phone should not ring multiple times and the doorbell should not ring multiple times before they are answered. A parent rang the doorbell for intake and the door was not answered and the parent left.

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

*9. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*10. 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:

|  |  |  |
| --- | --- | --- |
| Karen Bethel |  | 03/31/2023 |

Name Date

Approved:

\_Alex Culbreth \_\_\_\_\_\_\_ 03/31/2023 \_\_\_\_

Name Date