**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 04/28/2023

Time: 9:00 am

Location: IYP-East

Date of Next Meeting: 05/28/2023

Attendance: Karen, Errol, Monica, Alex, LaToya, Lytinia

Absent: Joy, Julie, Gary, Cherelle, Izel, Gabrielle, Veronica, Pat, Trinity, Marianna, Val

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

 *Discussion:* We must conserve everything we can in order to save money and hopefully get a (breakfast biscuit). Hot breakfast should be made 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. There has been way too much waste lately and this takes away your bonus.

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

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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:* **Training**

 *Discussion:* Please ensure all training are complete for the month. If you cannot log into a system let Mrs. Karen Know ASAP! The training are posted for the whole year. No excuses for not knowing what trainings are due when. There are still people who have not complete required trainings. I need trainings completed of their trainings are there will be corrective actions given. Too many people are not completing trainings.

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

*2. Sub-topic:* **Shift Coverage**

 *Discussion:* Please find coverage before taking time off, especially for an extended of time. The superior 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, supervisor, log book entries, transport, etc.) This is why when you are trained you are trained on all shifts.

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

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Directors

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:* **Program Updates:**

 *Discussion:* We still need 1 more part-time YCW. Please refer qualified/ ready-to- work applicants. QI audit is next week 5/3-5/4. Please complete all stickie’s by Monday.

 *Outcome, Actions, Timeframe:* **05/01/2023**

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:*  No 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:* **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:* **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**

2. *Sub-topic:* **Shelter Phones / Doors**

 *Discussion:* Screenings will be completed by WHOEVER answers the phone. Someone may not be I their office to take the call or may be 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 door was not answered and the parent left.

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

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

 *Discussion:* Do not copy UERS 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 Toya. 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**

4. *Sub-topic:* **Cell Phone**

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

 *Outcome, Actions, Timeframe:*

*5.**Sub-topic:* **Visitors**

 *Discussion:* If staff have a visitor they are to stay outside at all times and not enter the shelter. Former employees are not allowed in the shelter unless they are here to conduct business for the shelter.

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

*6.**Sub-topic:* **Files**

 *Discussion:* Case notes need to be completed in a timelier manner. Files should be ready for disposition the day after the child leaves the shelter. File/log entries need to be completed before the shift ends. We are having way too many missing / late entire. We are having way too many stickie’s on files that we have to chase people down to complete. This is unacceptable. East has always been the best of all 3 shelters and I want it to remain that way. We can certainly achieve is with hard work and commitment. Thank you.

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

**VII. Other Business:**

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

 *Discussion:* All comments left on shine board were acknowledged

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

Karen Bethel 05/01/2023

Respectfully submitted by: Date:

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| --- | --- | --- |
| Approved: |  |  |
| Alex Culbreth |  | 5/1/2023 |

 Name Date