**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 05/20/2025

Time: 9:00 am & 4:00 pm

Location: IYP-East

Date of Next Meeting: 06/22/2025 & 9:00 am &4:00 pm

Attendance: Angela, Karen, Joy, Melanie, Nichelle, Gary, Kiesha, LaToya, Katrina, Gary, Errol, Izel, Dayshana

Absent: Lytinia, Cherelle, Monica

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*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 Reminders**:

*Discussion:* Continue to work on completing all required trainings, prior to 6/30th. As you complete trainings, immediately turn in your certificates and/or completed tests to the assigned persons, Karen or Angela. Please do not keep them and provide a stack to the Karen and Angela at one time, due to us having several training records that we are responsible for, as well as our own.

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

*2.* *Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*3. Sub-topic:*

*Discussion***:**

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion***:**

*Outcome, Actions, Timeframe:*

# 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:* **Logbook Errors**

*Discussion:* Per QI standard 3.04 (#), all recording errors are struck through with a single line. The staff person must initial with date and time for the correction. Please note, that scribbled lines were found during the audit, please follow the QI standards and correct errors, as required.

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

*2. Sub-topic:* **Residential Counselor’s Report**

*Discussion:* a. Completion of documentation is required at Intake and discharge. B. Per the QI Auditors, the self-Nirvana’s need to be completed at Intake. Monica, Senior Youth Care Worker will place the form in the files. If they are not located in the file, they can be located in the staffing desk in the Control room. The Participants should complete the Self Nirvana’s during intake. If it a Friday evening or Saturday, Staff must document that “The Self Nirvana is completed, but the data entry staff is currently not present to enter the documentation into the data entry system until the next working day.

*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:* **Review of search Policy** P-1047:

*Discussion:*  Regional Director reviewed and supplied copies of the Progress Notes Policy.

*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:* 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:*

*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:* **Paylocity Information:**

*Discussion:* All staff can use the Kiosk computer that’s located against the wall in the Main Office to clock in and clock out. Ashley and Darla prefers for all staff to completely use Paylocity by the end of this month.

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

2**.** *Sub-topic:* **Locking of Vehicles**

*Discussion:* During the QI Audit, the auditors checked all car doors to ensure that staff vehicles doors were locked. Please remember to lock your car doors, prior to entering the shelter.

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

3. *Sub-topic:* **Facebook Review:**

*Discussion:* The Regional Director reminded all (3) shifts to document Facebook points. This includes the Midnight, Day, and Evening Shifts on a daily basis.

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

4. *Sub-topic:* Three (3) Shifts Reviews in the Logbook: Regional Director informed staff that during the QI Audit, auditors is expecting that staff review and write the three Previous shift Review at the beginning of your shifts, preferably after you clock in. Please complete this at the beginning of the shift and not at the end of your shift. Also, they are expecting that we include the dates that we reviewed the shifts, as part of the documentation.

*Discussion:*

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

**5.** *Sub-topic:* **Staff and Hair-dos:**

*Discussion:* Staff are not allowed to voluntarily do a participant’s hair. Staff is to first receive permission from the On-Call Supervisor/Director, who if they consider it reasonable to do the participant’s hair, they will advise the staff to call the participant’s parent. Staff are not allow to call parents without a Supervisor’s/Director’s permission to call. The parent must agree to allow you to do the participants’ hair. All contacts should be documented in the participant’s file, including contacting the Supervisor/ Director and contacting the parent. If a Supervisor and/or Parent does not answer the phone, then Staff is not allowed to proceed to do a participant’s hair. *Outcome, Actions, Timeframe:* **Ongoing**

**6.** *Sub-topic:* **Food Rules**:

*Discussion:* Staff are not to eat “Outside” food or purchased food in front of the participants, unless it is due solely to dietary reasons. If you have outside food, you are to take a break and eat it out of the participant’s eyesight. Staff cannot share purchased food with the participants to eat. Staff cannot purchase food and give it to the participants, without Supervisor’s/Director’s approval. All food is typically approved by the Nutritionist, House Manager, the Supervisor/ Director, and/ or COO.

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

**7.** *Sub-topic:* **In-Kind Donations:**

*Discussion:* Karen Bethel, Administrative Assistant is going to verify if donations given by staff has to be completed on the In-Kind Donation form, or, of the In-Kind donation farm pertains to outside people who donate items. Once she verifies it, she will post it for everyone to know. Staff should not purchase personal items for individual participants, because it may be considered as favoritism. Any purchases of needed items for an individual participants, should be approved by the supervisor. Or, donated to the participants as a whole.

*Outcome, Actions, Timeframe:* *Sub-topic:* **Ongoing**

**8.** *Sub-topic:* **Progress Notes Entries**:

*Discussion:* Staff please pay attention when writing your progress notes, to ensure that no blanks lines are recorded in the participant files. Continue documentation until the last line of the Progress note is completed, then continue on the next page, in which you include the date, write “Cont”., then continue to complete your documentations. At the end of your documentation, please remember to write your job title and your signature, and line out any additional space remaining on the line.

*Outcome, Actions, Timeframe:* *Sub-topic:* **Ongoing.**

*9. Sub-topic:* **Highlight Documentation in the Logbook:**

*Discussion:* Review of the three (3) previous shifts in the Logbook is highlighted in Orange. Also, the auditors are requiring that you list dates that you reviewed, i.e. “YCW Angela Williams reviewed the three previous shifts, 05/21-5/22/2025.” Informal / Formal Counts are highlighted in Yellow. Medication information is highlighted in Pink. Any suicide assessment documentation is highlighted in Blue. Please access highlighters at the beginning of your shift and document accordingly.

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

10 *Sub-topic:* **RN’s Report**

*Discussion:* The Regional Director reported that IYP-East is in the process of hiring a Registered Nurse who is in the background check process. Hopefully, once the newly hired RN is trained, she will be able to provide medication pass trainings to all staff are need of it. Secondly, all staff who are trained to administer medication that in case of emergency when the Pyxis machine is out of service, you need to use the key to enter into the machine and be able to provide medication at the scheduled time. Thirdly, any staff that makes a Medication Error and CCC report is called in, at the immediate item, the staff is no longer allowed to administer medication until a refresher Training is completed by a RN and a certificate of verification must be provided.

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

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

*Discussion:* a. Status of ongoing projects, to include identifying challenges and celebrate success. b. Setting goals for participants that on allergy restriction. c, Foster a collaborative environment where team members can share ideas, ask questions, and provide feedback in regards to the kitchen environment.

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

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

*Discussion:* a. Nirvana Self-Assessment- At Intake, If Monica is not on the schedule, the YCW on duty is responsible for making sure that youth is provided the Nirvana Self-Assessment to complete. The blank assessment will be in the file and extra copies will be located in the desk in the Main Office. b. Schedule coverage is needed for June and July. As policy indicates, part time Youth Care Workers are the first staff to be asked to cover shifts. Our part-time Youth Care Workers are the first staff to be asked to cover shifts. We need our part time workers to be team players to fill vacant shifts. When part-time workers are not willing to cover, it causes our full time YCW’s that volunteer to work to claim overtime. And, this is what is needed to be avoided as much as possible, followed by coverage of the Residential Supervisor and Regional Director. Please be willing to cover additional shifts, as needed. The June and July scheduled were provided to Youth Care Workers to review and fill the open shifts.

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

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**VII. Other Business:**

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

*Discussion:* Employees were acknowledged by the Regional Director on the “You Shine” reports for this month. Staff were reminded to please remember to submit Shine Reports during the month to recognize the positive work that your co-workers and staff members who are “shining” every day.

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

*2. Sub-topic:* **Employee of the month**

*Discussion:* Staff voted for Employee of the month Melanie Soldevilla, Outreach & Safe Specialist/YCW for the month of May.

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

*3.* *Sub-topic:* **Words of Encouragements**

*Discussion:* May quote: “May, a time of blooming and growth personally and professionally.

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

Karen Bethel 05/23/2025

Respectfully submitted by: Date

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| --- | --- | --- |
| Angela D. Williams, M.S. |  | 06/03/2025 |

Regional Director’s Signature Date