**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 11/21/2024

Time: 9:00 am

Location: IYP-East

Date of Next Meeting: 12/19/2024

Attendance: Sabriena, Joy, Cherelle, Monica, LaToya, Karen, Angela, Gary, Gabrielle, Melanie, Nichelle,

Absent: Errol, Izel Lytinia, Dayshana, Katrina

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Director’s Budget and Payroll Issues**

 *Discussion:* Darla reportedthat she working on the Director’s budget. Darla will be working on the budget this weekend. If there are major changes to your budget, please make sure to email her. Darla reported some timesheets are turned in way later than Monday, when they are due. However, she does receive a lot of them on Friday.

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

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **Employee Recognition/ Celebration Event**

 *Discussion:* The event was voted on the be on Thursday, 12/19th form 1pm-3 pm. Staff member who have been nominated are encourage to attend this event and they will be notified of such. The event will be located at the Fourth Avenue Food Park, 409 SW 4th Avenue, in Gainesville, Fl.

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

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Trainings and Evaluations**

 *Discussion:* Angie Lay, Human Resources Director reported that we are approaching January and we need to prioritize looking at trainings and performance evaluations are uploaded.

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

*2.* *Sub-topic:* **Mandatory November Trainings**

 *Discussion:* There two (2) updated DCF trainings that need to be completed, as soon as possible which are: preserving Cultural Connections and Youth Children with Challenging Behaviors. All staff were not notified of these trainings. So, if you have not received these trainings, please notify the Supervisor/ Director of such, so that the trainings can be completed. There will be a list of trainings for the month of November that will be listed in the Control room.

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

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

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe*:

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

# II. Health and Safety:

A. External Inspections

*1. Sub-topic****:***

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

**2.** *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:* **Outcome Management (Status, reports, recommendations)**

 *Discussion:* The 1st Quarter peer review (July, August, and September) are due now, if you have not already done so. Please prepare to completed the 2nd Quarter peer reviews (October, November, and December), as scheduled.

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

 *2. Sub-topic:* During CINS/FINS meeting,Cindy, COO reported that they were implementing a strict rule regarding overtime. Cindy or Phil, CEO must pre-approve overtime in advance. There was an exception for IYP-East due to a specific circumstance this month. Supervisors/ Director were directed to put a notation on the payroll sheet for Payroll about who approved the overtime (COO and or CEO) and the date that it was approved.

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

*3. Sub-topic:* Quality Assurance Director’s Mock Audit Report

 *Discussion:* Residential supervisor discussed with staff information given by QAD Alex Culbreth in reference to the Mock audit Report completed in all three shelters.

 *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:* **Policy Review**

 *Discussion:* Residential Supervisor reviewed Policy P-1139 Laundry Procedures and staff members were provided a copy.

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

2. *Sub-topic:* **Staff Behavioral Expectations**

*Discussion:* Residential Supervisor went over Behavioral Expectations for all staff working the youth in our facility.

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

3 *Sub-topic:*

 *Discussion:* No discussion

4. *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:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:*

# 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:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1.* *Sub-topic:* **Outreach**

 *Discussion:* We are doubling up on outreach activities. YCW Staff, Outreach Specialist, Counselor, Supervisors, and Directors can participate in outreach. We are to schedule intakes as soon possible and not wait until a week out, where we can potentially lose clients. Staff are encouraged to the full 35 day stay into shelter. During CINS/FINS meeting, Cindy suggested that Supervisors/ Directors should call all parents/legal guardians who have unplanned discharges for follow- up and also call for no-shows for intake. Also, Phil, CEO reported during CINS/FINS Meeting that there is a plan to fix an old van to assist with outreach efforts. Sabriena, Regional Director of NW and East suggested that the agency gets the vans wrapped with the CDS logo, for better advertisement. Phil, CEO indicated that the agency applied for a grant and if received, IYP- East may get two (2) replacement vans.

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

2. *Sub-topic:* **New Hire & Vacancy Announcement**

 *Discussion:* We have been approved to hire a PRN YCW position (who is expected to be to be available to fill open shifts, especially during the weekends, fill vacancies, and can also work third person shifts, 6-9 pm when we have 7 participants). At this time, it is unknown if we will be approved to hire for the 12 am-8 am vacancy on the weekends.

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

*3.**Sub-topic:* **Donation**

 *Discussion:* St. Johns River College graciously donated the Air Hockey Table for the youth to Utilize. Staff are ensure that the table is not sat on, items are not placed on top of it, and the additional items are secured in the shelter. Staff should monitor the participants as they playing with the game. Once approved, Karen will be ordering a cover that will be placed over the game, when not in use.

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

*4. Sub-topic:* **Upcoming Shelter Events**

 *Discussion:* Thanks to all who participated in wearing the 101 Dalmatians costumes on Halloween. Pictures were posted on CDS Facebook site. Residential Supervisor, Angela Williams won the door decorating contest. As long as there is third coverage at the shelter, the youth will be allowed to attend the Christmas event at the riverfront. During the Thanksgiving holidays, the youth have been approved to have a tour at the Palatka Police

 Department and participate in activates at the Family Life Center through the Palatka Pal Program, where they will be playing basketball and skating. Monica, Senior YCW announced that Cindy, COO approved that the youth can go to the Jacksonville Zoo during the Thanksgiving holidays, in which admission is free.

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

*5. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Gratitude**

 *Discussion:* Gratitude can transform common days into Thanksgivings, turn routine jobs into joy, and change ordinary opportunities into blessings.” Thank you for all that you do to make this a home away from home for our youth. Have a thankful Thanksgiving holiday.

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

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

 *Discussion:* Congratulations to YCW Katrina Turner for being voted for Employee of the month in October. Staff members will vote for the employee of the month for November

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

Respectfully submitted by: Karen Bethel Date: 11/22/2024

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| Approved: |  |  |
| Angela D. Williams, M.S./Residential Supervisor |  | 11/22/2024 |

 Name Date