**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 12/18/2024

Time: 9:00 am

Location: IYP-East

Date of Next Meeting: 01/23/2025 & 9:00 am

Attendance: Sabriena, Angela, Karen, Joy, Ch’lanta, Melanie, Cherelle, Monica, Katrina, LaToya, Dayshana,

Absent: Heather, Izel, Lytinia, Gabbie, Nichelle, Errol

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:*  No 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:* **Trainings**

*Discussion:* Alex Culbreth, Q.A.D providing an email on 12/11/2024 that reminded staff that it is required to take these trainings: **Motivational interviewing: Adolescent Years Training in DCF.** Everyoneis required to take the **Naloxone training in Bridge** (every person in shelter regardless of status or position). Everyone, regardless of status or position, is also required to take the **Human Trafficking course in person with Naomi**. The next scheduled Human Trafficking course is January 11th. If you did not take this training in November, please ensure you take this training in January, as scheduled. DCF trainings required. Training are scheduled to be completed in December on CARF/ CDS internet, staff who need to complete the Medication Distribution and Pyxis Training with the RN, Heather, please scheduled to complete during Ms. Heather’s work scheduled.

*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:* **Safety Concerns**

*Discussion:* Residential Supervisor discussed with staff members to please keep the outlet plugs, plugged in at all times. When you unplug and electric appliance, you are to immediately plug the outlet plug back in .When these outlets are unplugged it is a safety hazard for the youth and staff, to possibly get shocked. During the weekly safety inspection, these outlets plugs are often found unplugged.

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

*2. Sub-topic:* **Screenings/Referrals**

*Discussion:* The Residential Supervisor discussed with members that ALL screenings /referrals should be placed in the Residential Supervisor’s box for review and signature. There should be no un-signed screening/referral placed in the Follow-up Screening box that has not been reviewed by the Supervisor/ Director.

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

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

*Discussion:* We are preparing for our Christmas Enhancement Program events with youth in our shelter. During this time, the youth will be out of school and engaged in enrichment activities including arts and crafts, life skills counseling, and field trips. The Residential Counselor will continue to conduct Individual and Family Counseling. Please spread the word.

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

*4.**Sub-topic:* **Luncheon**

*Discussion:* As a reminder, on today, Wednesday, 12/18th is our Christmas / Holiday Luncheon that begins at 12 p.m. We are scheduled to enjoy deliciously prepare home-cooked meals and participate in festive activities, including gifts! We hope all that all staff can participate, if possible.

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

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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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-1137 Faith-Based Activities and staff members were provided a copy of the Policy

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

*2. Sub-topic:* **Confidentiality of Youth**

*Discussion:* Residential Supervisor discussed that to ensure confidentiality of all youth in shelter please do not allow parents and/ or visitors to remain parked in the parking lot where youth’s identity in program can be identified. Please remember, that this is a confidential shelter for all participants.

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

*3. Sub-topic:* **Monthly Emergency Drills**

*Discussion:* Residential Supervisor discussed that Youth Care Workers should

Look at the dates listed on the Emergency Drill Logs (Bomb Threats, Utility Failure Drill, etc.) and conducted the drills within the same week of the dates that are listed on the log. There are specific dates listed on the logs for day, evening and night shifts.

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

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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* S**creening /Referrals**

*Discussion:* The Residential Supervisor discussed with staff members that ALL screening/ referrals should be placed in the residential Supervisor’s box for review and signature. There should be no un-signed screening./referral placed in the Follow-Up Screening box that has not been reviewed by the Supervisor/Director.

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

*2.**Sub-topic:* **Safety Concerns**

*Discussion:* Residential Supervisor discussed with staff members to please keep the outlet plugs, plugged in at all times. When you unplug an electric appliance, you are to immediately plug the outlet plug back in. When these outlets are unplugged it is a safety hazard for the youth and staff, to possibly get shocked. During the weekly safety inspection, these outlet plugs are often found unplugged.

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

**VII. Other Business:**

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

*Discussion:* Monica won the tiebreaker for Employee of the Month for December.  Monica will be recognized between now and the next staff meeting in January. Congratulations, to Monic

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

*2.* *Sub-topic:* **Regional Director’s Reports**

*Discussion:* Staff participant engagement, Holiday Safety, Trauma Informed Care

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

*3.**Sub-topic:* **RN’s Report**

*Discussion:* Review Policy -1120 Medication Distribution away from the shelter (Off-Site) & Medication Counting Procedures.

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

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

*Discussion:* House Manager, Ch’lanta Boyd: a. Please make to label what you are storing in the staff’s and participant’s refrigerators. B. The showers are to be scrubbed every night by the participants. C. The Shower curtains are to be taken down and washed every Friday after the last shower is completed. d. Make sure that you’re helping with cleaning the refrigerators and freezer.

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

5. *Sub-topic:* **Employee of the year**

*Discussion:* IYP-East will acknowledgeYCW, Nichelle Hall as Employee of the year on Thursday, 12/19/2024 in Gainesville, FL. Nichelle is well –respected by staff and

Participants. Nichelle oftentimes reports to work to fill- in multiple open shifts, during the week and on weekends, sometimes at the “drop-of-the-hats”. She is dependable with reporting to work on-time and as scheduled. Your hard-work and dedication is greatly appreciated. Although, several staff could have fit the requirements, only (1) staff could be chosen. Congratulations! Nichelle, on a job well-done.

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

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

*Discussion:* Employee were acknowledge by Residential Supervisor on the “You Shine” reports for this month

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

7. *Sub-topic:* **Words of Encouragement**

*Discussion:* Wishing you a Happy Holiday and joyful New Year. Best wishes from your Administrators at IYP-East

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

Respectfully submitted by: Karen Bethel 12/19/2024

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Name Date