**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Staff Meeting**

Date: **January 19, 2023**

Time: **9:00 AM**

Location: **IYP-NW**

Date of Next Meeting: **February 16, 2023**

Attendance: **Shalay C., Roslyn C., Walter D., Kathy H., Katelyn J., Wanda j., Carlos L., Ralph M., Tonda N., Bethany S., Sabriena W.**

Absent: **Josie J., Carlton J., Sharon M., Bessie S., Sherrie Ann W.**

**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:* **Board Members Needed – Sabriena W. Regional Director**

*Discussion:*  CDS is looking for Board members, if you know anyone that would like to become a Member of the CDS board please let us know.

*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:* **New Hire: Miss Bethany S. (WELCOME) – Sabriena W. Regional Director**

*Discussion:*  Mrs. Sabriena introduced Miss Bethany to the Northwest team and asked all the staff to introduce themselves to her and what position they hold.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Intake Trainings & Shadowing**

*Discussion:*  You will be assigned to a person on the floor to shadow for Intake as part of your training for Intakes. It will noted on the weekly schedule with the codes mentioned in today’s meeting.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Training Requirements Status – Walter D., Administrative Assistant**

*Discussion:*  We need to complete the updated Knife for Life training in the Bridge system as soon as possible. I gave out my business card with my email address on it and asked staff to email me so I could send them their training logs on line, instead of printing out 7 pages per person in order to save time and money and also so they can keep a running tally of what they have completed in order not to be redoing training that they have already completed.

*Outcome, Actions, Timeframe:*

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:*

*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:* **QI Standards – Sabriena W. Regional Director**

*Discussion:*  The participants have to go out for large muscle group activities. This is just of many QI Standards. Cleanliness of the facility, log books being up to date, progress notes completed, and the file in general have to be kept tidy. The grounds outside of the shelter are supposed to be kept clean and free of debris as well. Please note that the participant files have changed. Shift leader duties are to be completed on each shift and are not shift leader specific, meaning you do not have to be a shift leader to complete these duties.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Additional Duties – Sabriena W. Regional Director**

*Discussion:*  Additional duties means, any other duties besides your regular duties that are assigned on your shift. This may be something that you have not done before or added to your shift duties. This is also addressed on your job description that was signed at the time you were hired.

*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:* **Residential Nurse Observations – Kathy H.**

*Discussion:*  For now everything is good. We have one participant (H) that has an inhaler for her asthma. She is also taking an antibiotic please see her chart for the times they are either to be taken or used.

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Residential Counselor Observations – Tonda N.**

*Discussion:*  All participants are happy. Please make special note that participant (H) is very emotional right now. (DJ) is looking at going to the Florida Youth Challenge Program in Starke for ages (15-18). Participant (TK) is looking at going to the Florida Boys Youth Ranch in Live Oak after discharge.

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Bathroom Cleanliness – Sabriena W. Regional Director**

*Discussion:*  The bathrooms need to be cleaner than they have been. ALL bathrooms!! A reminder the participants DO NOT use the employees bathroom!!!

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Staff Schedule Codes** **– Carlos Lopez, Residential Supervisor**

*Discussion:*  There are codes specific to certain job duties that you are pre assigned. These are specified by color codes and letters. This lets you know what you are assigned to do along with your other shift duties. S=Shift Leader, I=Intake, S=Shadowing, C=Chores, L=Laundry, K=Kitchen, etc. Cut off times for calling in before a shift are on the weekly schedule for each shift. (When you are unable to make it to work your shift)

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Scheduling needs for the upcoming week – Carlos Lopez, Residential Supervisor**

*Discussion:*  If you are looking to take time off, you will need to put your request in 2 weeks in advance in order for us to re work the schedule for the upcoming weeks.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Staff Concerns & Shout Outs**

*Discussion:*  Participants are able to see the participant board in the Youth Care Workers office with the door open and the window down the girl’s hall. We decided that we would put a curtain over the window and get paper blinds for the board itself to cover it. But most importantly all doors leading into the Youth Care Workers office are to be closed and locked at ALL times.

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* **Participant Activities – Sabriena W. Regional Director**

*Discussion:*  All participant activities are to be conducted in the large living room and or in the dining room. These are not to be done in the conference room, near Mr. Carlos and Walters office are as they are conducting business and most is confidential meetings and phone calls.

# *Outcome, Actions, Timeframe:*

*6. Sub-topic:* **Staff Meetings**

*Discussion:*  Staff meetings are in person! Video was for the purpose of meeting during COVID, note taking, and for staff that were not able to attend. We will continue to video our staff meeting as record of having done them, note taking and for staff that cannot attend and are excused.

# *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Carlos Lopez |  | 1/31/2023 |

Name Date