

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: **Staff Meeting**

Date: **January 7, 2020**

Time: **9:00 AM & 4:30 PM**

Location: **IYP-NW**

Date of Next Meeting: **2/10/2020**

Attendance: Walter D., Kathy H., Wanda J., Christine K., Ralph M., Sharon M., Shawn R., Justin R., Athena R., Bruce U., Terri W., Daphena W., Sabriena W.

Absent: Chondra B., Jalen 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: Regional Coordinator Training

Discussion: Mrs. Williams will have Training on the following dates – January 15 & 16, January 22 and January 29 & 30th.

Outcome, Actions, Timeframe:

2. Sub-topic: Facebooks Incentives (Suggestion)

Discussion: Mrs. Williams asked everyone for suggestions for incentives for our Behavioral System. The following were given: Spinners and Northwest Incentive Bucks were 2. She asked for staff to think about it and submit our ideas and place in her door box. These are all based on Skills, chores, Good school reports etc. 30 points = 30 Northwest dollars a day, 210 total points/dollars a week.

Outcome, Actions, Timeframe:

3. Sub-topic: DCF Screenings

Discussion: We are having issues with these screenings such as the following: Not being given ALL information we need on the child by the DCF workers, children have way too many medications, and inappropriate behaviors.

Outcome, Actions, Timeframe:

4. Sub-topic: Scheduling – Leave Forms (Wanda)

Discussion: You are to give any leave forms for time off to Mrs. Wanda. Make sure you are giving them to her in a timely manner so the schedule can reflect your time off.

Outcome, Actions, Timeframe:

5. Sub-topic: Staff Incentives

Discussion: From February 10th – February 14th Mrs. Williams has a decorated a Valentines Day box for staff to put a heart in with your co-workers name on it. At the end of the time period the hearts will be counted and the persons with the most names on the hearts will receive prizes. The theme is I heart my co-worker.

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: Everyone needs to get with Walter and see what trainings you need to complete. These need to be completed ASAP. They have to be completed by June 30th as our new fiscal year starts July 1st. Thank you.

Outcome, Actions, Timeframe:

2. *Sub-topic:* **Trainings (WHY TRY, Medication Super User, SNAP Refresher)**

Discussion: This training will be held in Daytona Beach from January 29th – January 31st the following people will be going: Mrs. Sharon, Mrs. Kathy, Mrs. Wanda, Mrs. Williams, and Miss Bell. Therefore we will need shift coverages, please let me know who can pick up some of these shifts. Thank you in advance.

Outcome, Actions, Timeframe:

E. Annual Budget Planning and Process

1. *Sub-topic:*

Discussion: No discussion

Outcome, Actions, Timeframe:

II. Health and Safety: Program/Regional Coordinators

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:*

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:*
Discussion: No discussion
Outcome, Actions, Timeframe:

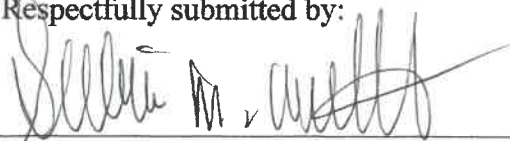
B. Counseling and Programming Issues

1. **Sub-topic: Supervision**
Discussion: We need to get back into doing activities with our participants such as: board games, card games, group activities, group discussions, groups in general. Meditation for 20 minutes before bedtime, we need to get meditation cds to use for this also.
Outcome, Actions, Timeframe:
2. **Sub-topic: Cell phone usage on the floor**
Discussion: There are to be no cell phones on the floor period. They are to be in the youth care workers office inside your mailboxes with the volume/sound down or off.
Outcome, Actions, Timeframe:
3. **Sub-topic: Overtime**
Discussion: Please remember the less OT we have means there is more of a chance of staff incentives. We currently have 1 part time employee and 2 PRN people to hire/hiring process.
Outcome, Actions, Timeframe:
4. **Sub-topic: MAB Training**
Discussion: MAB training is in Gainesville February 7th at the Central shelter 9am to 5pm. We are in the process of getting our list of staff together.
Outcome, Actions, Timeframe:
5. **Sub-topic: House Manager Functions**
Discussion: Mr. Ralph is our official unofficial House Manager. His hours are 6am to 2pm. Thank you, Mr. Ralph for all you do!
Outcome, Actions, Timeframe:
6. **Sub-topic: Nurse concerns**
Discussion: Children's medications are not being checked out or in when going out on leave/furlough and returning
Outcome, Actions, Timeframe:
7. **Sub-topic: Participants Concerns (Screenings)**
Discussion: Please complete the entire screening when the call is made and place in the wall box in the Youth Care Workers office.
Outcome, Actions, Timeframe:

VII. Other Business:

1. **Sub-topic: United Way Campaign**
Discussion: The United Way Campaign ends today. Walter and I will be counting the donations from everyone's boxes. I would like to say a big Thank you to all staff that participated in the united way Campaign.
Outcome, Actions, Timeframe:
2. **Sub-topic:**
Discussion:
Outcome, Actions, Timeframe:
3. **Sub-topic:**
Discussion:
Outcome, Actions, Timeframe:

Respectfully submitted by:



Name

1/7/2020

Date