**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Staff Meeting

Date: April 14, 2022

Time: 9:00 AM

Location: IYP-NW

Date of Next Meeting: TBA

Attendance: Shalay C., Roslyn C., Walter D., Kathy H., Carlton J., Wanda J., Michael Mc., Ralph M., Sharon M., Bessie S., Daphena W., Sabriena W., SherrieAnn W., Katelyn J., Tonda N.

Absent: Belinda K.,

**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:* **AMAZING GIVE – Paula M., CDS Community Outreach Coordinator**

 *Discussion:*  Carlos stated that Ms. Paula would not be able to join us today, he spoke on her behalf. He read a memo she had sent out and gave us access to the website she has set up for this fund raiser for CDS. Donations can be made through the website. The Amazing Give opens today, this means that donations can be received starting today. The actual Amazing Give Day is April 21, 2022 from 7am to 7pm. This is huge for CDS because during that day, the Community Foundation does random prizes so for example if we have a certain number of donations at a certain time we can get more money.

 *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:* **Introductions of NEW Personnel to our region. – Sabriena W., Region Director**

 *Discussion:*  Welcome to the NW region Ms. Roslyn, Ms. Shalay, Ms. Katelyn and Ms. Tonda. If you have not met these ladies, as you see them welcome them to our team. Katelyn is a new hire for Youth Care Worker, Shalay is a new hire for Youth Care Worker, Ms. Roslyn is a new hire for Youth Carte Worker and Ms. Tonda is our new appointed Residential Counselor.

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Training Files – Walter D., Administrative Assistant**

 *Discussion:*  Carlos stated Mr. Walter is not available to be here. But he has been in communication with myself and Ms. Williams regarding where we are with the training and who needs what trainings.

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:*  **Over Time**

 *Discussion:*  ONLY OVERTIME AUTHORIZED IS WHAT IS ON THE SECHEDULE!!

 *Outcome, Actions, Timeframe:*

*4. Sub-topic:*

 *Discussion:*

 *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:* **Rule Violations Policy Review (P-1128)**

*Discussion:* The intent of the following policy is to ensure that responses to program rule violations are administered fairly and are directly related to the seriousness of the inappropriate behavior exhibited. Not result in the withholding of regular meals and snacks, clothing, sleep, physical or mental health services, educational services, exercise, correspondence privileges, contact with parent/guardian(s) legal assistance or religious needs. In situations where a youth has violated program rules and earned a point fine the reason(s) for the fine are explained and any specific negative behavior(s) are identified for the youth. Since punishment alone usually fails to teach new alternative responses, the best consequences are those that require the youth to analyze their own problems and to resolve their own difficulties. This is a time when the staff should process the youth alternatives and ways to avoid negative consequences in the future. The youth should be given the opportunity to explain his or her behavior which may or may not impact staffs response. Staff should have 35-45 interactions per day with the participant. Remember as staff we want to focus on taking the appropriate steps to identify the social skill needed by the participant through modeling and coaching, therefore, the majority of points earned are from engaging in alternative appropriate behavior. Staff should not expect the participant to learn “their lesson” after one trial. Staff should not add extra restrictions. Staff should increase the amount of teaching. Staff should award points for the participant having an “I can do it” attitude. Staff should support the participant in earning points. Hitting, pushing, or physically threatening a participant. Verbally abusing or humiliating a participant. Withholding regular meals and snacks, clothing, sleep, physical or mental health services, educational services, exercise, correspondence privileges, contact with parent/guardian(s) legal assistance or religious needs. Allowing youth to impose disciplinary sanctions on other youth. Using locked isolation or locked room restriction. However, giving the youth the opportunity for R&R to relax and Redirect their behavior in an observable area away from peers is acceptable. This R&R is used to allow a youth to cool off, regain control and be in a better frame of mind to participate in the program. It is not considered as a consequence to behavior, but rather a therapeutic intervention to help the youth gain perspective. Youth who are physically and/or emotionally out of control should be maintained on sight and sound supervision.

 *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:* **Nurse Input – Kathy H., RN**

 *Discussion:*  We have a lot of children with a lot of medications. We have a child with an afternoon medication, and the timer is set to go off for this medication for the participant, just be aware of this. Other than that everything is going well.

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Regional expectations, goals & scheduled activities for Participants – Sabriena W., Region Director**

*Discussion:* We are nearing our new fiscal year that starts July 1, we are doing fairly well within our budgetary assignments for this year. Also we are gearing up for our trainings, so if you have any trainings that need to be met please make sure you are getting those to Walter so he can put that into the training system. July 1 the trainings start all over again. But we have got to have documentation of the training you have had thus far. Thank you to the weekend staff that has been participating in the activities boxes it’s going pretty well. I want to thank you all for following the instructions of getting those activities out the kids seem to be responding to them pretty well. I have got a full list from Ms. Shalay.

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Limit TV on weekends/Engaging Participants/Summer Program 2022**

 *Discussion:* I have scaled back the TV time, because it had been becoming a sit down watch TV, none activity weekends. There will be no TV time between the hours of 8AM and Noon. So if you have any suggestions of any activities that you would like to do with the kids on the weekend, please get those to me. I just want to say that CDS will be participating on April 23rd in an Outreach activity with the Columbia County Housing Authority Walter D., Wanda J., and I am going to include Tonda as our counselor to participate in that outreach activity. Paula M will also be participating in this event. I want to ask the staff that is working that day to walk the children down to the event, so they can take part in this activity. *Outcome, Actions, Timeframe:*

*3. Sub-topic:*  **Completion of Daily Shift Logs required – Carlos L., Residential Supervisor**

 *Discussion:* We have got to make sure that we are completing our duties while on shift and the log book is definitely one of them. You must document the movement of the participants and ALL activities that are going on throughout the day.

 *Outcome, Actions, Timeframe:*

*4. Sub-topic:* **OFF Site request forms – Carlos L., Residential Supervisor**

 *Discussion:* We need these 2 weeks in advance in order to process these in a timely manner and approve them. There is a process to these activities.

 *Outcome, Actions, Timeframe:*

*5. Sub-topic:* **April’s IYP-NW Daily Goal – Carlos L., Residential Supervisor**

 *Discussion:* Our goal for April 2022 is 8 participants per day (240 bed nights for the month)

 *Outcome, Actions, Timeframe:*

*6. Sub-topic:* **May’s IYP-NW Daily Goal – Carlos L., Residential Supervisor**

 *Discussion:* Our goal for May 2022 is 10 participants per day (300 bed nights for the month)

 *Outcome, Actions, Timeframe:*

*7. Sub-topic:* **June’s IYP-NW Daily Goal – Carlos L., Residential Supervisor**

 *Discussion:* Our goal for June 2022 is 12 participants per day (360 bed nights for the month)

 *Outcome, Actions, Timeframe:*

*8. Sub-topic:* **Engaged participants minimize escalated events – Carlos L., Residential Supervisor**

 *Discussion:* Engage your participants, play board games with them, play card games with them, basketball. We have to be more engaged with our youth in order to minimize escalated events. Keep them busy and less negative situations will occur.

 *Outcome, Actions, Timeframe:*

*9. Sub-topic:* **Staff Concerns**

 *Discussion:* Ms. Williams had some concerns regarding for the midnight shift please watch what the kids have on, before they leave out the door for school. I have been here in the evening when the kids are coming back from school and they are coming in with inappropriate clothing on, especially the girls not so much the boys. For the boys if they have belts make sure they have them on so their pants are not have way down below where they should be. Secondly there are to be NO cell phones on the floor. No cell phones, because cell phones are distractions and we have had issues with cell phones in the past and I see from my video surveillance that it is becoming an issue again, so let’s make sure that if you need to take a call make sure you are not on the floor and you let your shift partner know you are taking a min to answer a call. This is becoming policy and when it is, we will be doing corrective actions. Thirdly, I would like to say thanks to everybody that have been pitching in, going the extra mile, staying a few minutes over to make sure the oncoming staff are good and the participants are good, making sure the shelter is clean. COVID is not over, let’s make sure we are still doing our sanitation, and let’s make sure we are doing our sanitation on each shift. Make sure we are wiping down everything. If you see are supplies are low or need them left out, let me or Mr. Carlos or Mrs. Wanda know. Mr. Carlos will be out from April 16th through April 28th. Please do not send him any emails, text messages or phone calls he will not be available. Please reach out to me or Mrs. Wanda.

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Shout Outs!!!!**

 *Discussion:*  Thank you everybody!

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Carlos Lopez |  | 4/14/2022 |

 Name Date