



April 27th, 2021

9:00 AM & 4:30 PM

IYP- NW

AGENDA

Introduction – Sabriena Williams (Regional Director)

- **NO OUTSIDE PURCHASES APPROVED (only thru Regional Director)**
- **PG 13 movies only**
- **NO CELLPHONES ON THE FLOOR**
- **COVID Protocols need to be practiced (disinfecting, wiping, masks, etc).**
- **Px Chores**

Residential Staff Items- Carlos Lopez (Res Supervisor)

- **Supervision & Bed Scanning are required by Florida Network**
- **YCW Essentials (see Job Description)**
- **Staff/Client Interactions (awareness of boundaries)**
- **Job Fair on 4/28/2021 @ Lake City Camp Fairgrounds 10a-2p**

Training files - Walter Disbrow, Administrative Assistant

Nurse Input

Residential Counselor Interns Input

Staff Concerns

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: **Staff Meeting**

Date: **April 27, 2021**

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

Location: **IYP-NW**

Date of Next Meeting: **May 25, 2021**

Attendance: Walter D., Kathy H., Carlton J., Wanda J., Carlos L., Ralph M., Sharon M., Terri W., Sabriena W.

Absent: Chondra B., SherriAnn W.

I. Business Operations:

A. Monthly Budget (Revenue and Expenses)

1. Sub-topic: **NO Outside Purchases: Approved only through Regional Coordinator**

Discussion: If you need to make a purchase, let's talk about the different categories of purchases that have been made in the past. Kitchen purchases, client purchases, and shelter purchases. From this point on no more purchases can be made by Youth Care Workers for participants, shelter or kitchen. If you need anything that has not already been provided for the shelter, for the participants, what was the 3 categories I said, shelter, participants, and kitchen. You need to speak to a supervisor, if it's something that you're going to do and it's a scheduled event that you want to do with the kids. Let the supervisor know, so we can purchase those things before hand and have them available for you. But no one is to present receipts to Walter for any purchases. Everything needs to be preapproved. I understand if you're working on the weekend and you don't have something, still contact the supervisor our House Manager has a Publix card if it can be purchased with the Publix card he will go out and purchase it. And if it's not something and he can't do it, that particular day then we will if it's a kitchen item, we will reroute the schedule menu to whatever we have in the kitchen to avoid outside purchases. So there are to be no more outside purchases.

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: **Training Files – Mr. Walter, Administrative Assistant**

Discussion: The training files are up to date with all the trainings that have been given to me recently, except for a few I have gotten a few from Mrs. Montgomery in the last few days but has far as this past Friday all the files are up to date. I gave Mrs. Williams a list of some training some people can work on and she will get with you all on that, or I can. And if you all do need any help, you can contact me at any time and we can get together at your convenience because of my schedule the way it is right now. For the most part training is an ongoing thing. Mrs. Williams added that Walter did print outs for everybody so I will be putting them out in your box. So check your box, once you get the printout please contact Walter so he can give you the specifics if you don't understand the printouts he highlighted some things, Walter can you tell

them what the highlight items mean. Yes, on your papers some people will have papers that are highlighted and if you do have papers that are highlighted those are trainings you have already done. Anything that is not highlighted, are trainings you need to work on. And again like Mrs. Williams and Mr. Carlos have said if you have issues and you need clarification just get with me at your convenience. I will make myself available. If there are no highlighted on your papers those are the trainings you need to complete. And if you need any help, give me a call. Mrs. Williams stated for those with critical trainings that they need to get completed we will be scheduling you training days on the schedule. So if you see a T on the schedule next to your name that means that is your training schedule. Because we have to get these trainings done, on our last QI we got a hit because of training and that is one area that they will be looking at. Probably one of the first things they look at, because if we didn't get a good score on that, it could be one of the first things they look at this time. So if you see on the schedule a T next to your name, on the schedule that means we have put you on the schedule for training. That's why it is important everyone get with Walter to figure out what you need, make sure you know your passwords, and your usernames. If it is a long in issue you can get with Walter and he can get with Liz or Angie whoever is in charge of those sign on. There will be some T's on the schedule in the upcoming weeks for people that need to get caught up with training.

Outcome, Actions, Timeframe:

2. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

E. Annual Budget Planning and Process

1. *Sub-topic:*

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:* **PG 13 movies only**

Discussion: I have been noticing a little bit through my own camera reviews, that we are watching movies that are not age appropriate. We have two 10 year olds, so in some cases we can only watch PG 13 but those two participants are not 13. So we can only watch PG movies. No television is to be on during school hours so we have participants that are in the shelter and it is school hours, between the hours of 7 and 3 the television should not be on. They should be doing educational projects, arts and crafts, but no television. So let's make sure we are not having the television on Netflix, anything like that on, during school hours. And definitely any programming should be only PG at this point because we have kids in the shelter under 13. If we have kids in the shelter 13 and over we can watch PG13.

Outcome, Actions, Timeframe:

2. *Sub-topic:* **NO Cellphones on the floor**

Discussion: No cell phones on the floor. We should not be taking messages, talking on the phone, texting, video calling, any of that on the floor. If you need to get off the floor, to take a call, then do so, but under no time because that takes away from supervision and we know that, that is our number 1 priority, is supervision. So let's not have our phones out. We have signs posted, in the areas where we are not to have cell phones. That's just to give you a reminder, so now I am giving you a verbal reminder. If you are caught with your cell phone, because we are gonna be watching, video surveillance. You will first of all get a warning the first time. The second time, First time you will get a discussion, second time you will get a warning, third time you will get a communication note between you and your supervisor. So let's make sure we are not using our cell phones on the floor.

Outcome, Actions, Timeframe:

3. *Sub-topic:* **COVID Protocols need to be practiced (Disinfecting, wiping, masks, etc.)**

Discussion: Let's continue with our COVID Protocols, let's make sure on every shift that we are wiping things down, I know we sort of gotten away from that, especially on the shifts I am working in the mornings I'm not seeing it done, after the shifts, but let's make sure we get back to that. We just gotta make sure that we are all safe we are all healthy. And definitely the kids make sure they are wearing their masks, make sure the staff is wearing their masks and if you need to pull your mask down, go into an area where you can pull your mask down. I know the masks are hot, I know the masks are irritating, and those things, but we are gonna be watched for our QI review and that is definitely gonna come up. So let's make sure that we are wearing our masks when we are in the vicinity of each other and when we are in the shelter.

Outcome, Actions, Timeframe:

4. *Sub-topic:* **Supervision & Bed Scanning are required by Florida Network**

Discussion: Central has already had their QI and has said they were looking a lot into the supervision and Bed scanning during the overnight hours. So I want to make sure that we are aware of how closely that's going to be looked at. And normally the person that has to sit right there with them and all that footage is myself. And it hurts me is they ask for a certain timeframe

and I show them and I am sure that everyone is doing their job and then they see someone sitting down on a chair probably in front of a door and there is no movement for half an hour. Now that is a problem! Because they have no way of interpreting was that person awake, was that person asleep, so we have to air on the side of caution and make sure that bed scanning every 15 minutes is taking place so that guards us from being judged in that manner, because when something is on tape what I do then and how do I explain that, no movement for half an hour, more than 20 minutes, scanning's sometimes are taking place, other times they are not. When there are 2 people. Because I know when there is one person, we waive it for just that moment due to an emergency due to staff shortages, but that's not the norm. That's the exception to the rule, we never want to make that the rule, we always want to emphasize the scanning and the accountability that we have as far as making sure the kids are ok. And that we are doing our jobs and making sure we are looking over them. And that is very clear in the footage that they examine as well.

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:* **Staff Concerns**

Discussion: Let's move on to any staff concerns if you have anything that you would like to bring to the table. Mrs. Terri asked could the laundry be done started on our shift. I can start my own laundry because the towels are being washed with everything, the towels have started turning dingy, because there is no bleach being put in the wash with the towels. So just leave the laundry and let us do it. And we will do it like it is supposed to be done. There is no bleach being put in with the towels to sanitize them in the wash. I wouldn't want to wash my face with one. Mrs. Williams stated ok so Terri for that, if the morning shift has the down time to do it they will continue to do it, if they don't they will leave it. Because they do have down time and they will

separate the clothes, I was not aware that they were not being separated. Because we have kids that come in earlier and they can go ahead and get those done if possible. Mrs. Terri stated ok, but they are washing their clothes and their towels all in one wash and I wouldn't want to use them. It will be separated Mrs. Williams stated. They will be separated! Mrs. Williams stated again. Mr. Carlos stated ok so we can make just a load of the towels itself and then make sure those get bleached. Does that sound about right Mrs. Terri? Is there anymore concerns? Mr. Ralph stated I have about 3 of them. In the pantry or the refrigerator is there a reason why there were 2 ketchups open? That's why we are using too much stuff; we have 2 things of certain stuff opened, if one is open use the first one before you open another. Same thing in the freezer 2 sausage biscuit bags open, use one before you open another. Me and Mrs. Daphane were talking this weekend and she suggested that like every other month if we could have like a fun day for the staff outside along with the kids, we could grill hot dogs, hamburgers, stuff like that just bring morale back up like it is supposed to be. Mr. Carlos stated you are so right! Mr. Ralph and I think that's why I want to get those picnic tables and benches up, that tarp up so there is a shaded area outside and put chairs under so we can start doing more stuff to bring the team back together. I know everyone has be exhausted, been all about work, work, work. And you guys work hard, so we are time for the play hard on occasion. Right Mrs. Williams? Exactly! Also try to give away gift cards, something to bring morale back up. Mr. Ralph said one more thing and I will be done, I have to do a fire drill, Mock Fire Drills, and mock drills and I put them in the Log Book to be done and some days they will stay in there for 2 or 3 weeks before the shift does them. So I have one in the log book now for the evening shift to do from the 17th or 18th and has to be done for this month. Mr. Carlos stated, Thanks for the reminder Mr. Ralph. You know sometimes things get busy on shift. Mrs. Williams stated, Mr. Ralph are you passing them on to the next shift at the end of your shift as a reminder? Mr. ralph stated, I put it on the shift that it needs to be done on and I leave a note on it that it needs to be complete on that shift. Mrs. Williams stated, It would be good just as a reminder as a part of your shift exchange as a reminder. Just to let them know, because sometimes stuff just left in the book can get overlooked. Anymore concerns? No? Mrs. Williams I think you have you a 45 minute meeting in 40 minutes. Mrs. Williams Replied, Yep! And that's what we are trying to do from here on out, if there is no other concerns or anything. Have a Great day!

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: Just so you know that Ricky has medicine in the afternoon and now also Olivia also has medication in the afternoon at 3:30pm for the next 7 days and then again at 11:30 at night so Mrs. Terri is assisting with the medication at 11:30 at night and that the afternoon staff needs to remember the 3:30pm dose. I did set the clock should go off for her dose of antibiotic at 3:30pm. Really that is the only thing that I have. Everything else seems to be going pretty well,

just don't forget to fill out your forms for medicine and counting the medicine and the other thing when I am not here on the weekend we are missing counting controlled medications sometimes. So please remember to count controlled medications on your shift. We have to do that on every shift.

Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

1. *Sub-topic:* **Participant chores**

Discussion: Participants should be given the opportunity to do their own chores. During the evening shift, during the morning shift, make sure the kids are doing their chores, which is the way they earn their points. Some kids like to do extra chores, that's great but staff should not be just taken over the responsibilities of just doing the chores for the kids. This is a learning experience for them and if they don't know how to do it and do it properly. That is a teaching opportunity, where you can teach them how to do it, so lets. One time we had a chore sheet, if we have to get back to that we can get back to that. But I think it works a lot freely if you just assign, verbally assign a chore to a kid and distribute it out evenly. If you work in the mornings, and the kid always does the bathroom, next time let them do something different. So they can have a wide range of chores that they are doing.

Outcome, Actions, Timeframe:

2. *Sub-topic:* **YCW Essentials (see Job Description)**

Discussion: I don't want to harp on this too much, there is a section that I myself have to go back and remind myself of the Essential functions that come with being a Youth Care Worker. And the different abilities that are required that we said yes to, when we signed the job description and we do this on a yearly basis every time we get our evaluations we sign a new job description and we basically acknowledge with our signature that we can perform all these essential functions, the ability to come to work, the ability to get here on time, the ability to get along with co-workers, the ability to work on a team, the ability to work as directed, the ability to work under stress, etc., etc. These are things that we can be held accountable for.

Outcome, Actions, Timeframe:

3. *Sub-topic:* **Staff/Participant Interactions (awareness of boundaries)**

Discussion: Another thing is to be aware of our boundaries. One thing I have no doubt about everybody that works here has a heart for children, we have a heart for treating them as fair as we treat our own kids, we have a heart for engaging with them, we have a heart for making sure that they look good, they are presentable. But at the same time, we are under the guidelines of a network that actually wants to create boundaries so that these are not blurred. We have children come in here with trauma, so we have a no hands on policy, we can't touch them, even if the intent is good. To wash a kid's hair, to comb a kid's hair, we are required by state to not have any hands on them! In order for those lines not to be blurred, it's really nothing personal.

Outcome, Actions, Timeframe:

4. *Sub-topic:* **Residential Counselor Interns Input**

Discussion: I want to give a shout out to Shanele and to Teresa, who is our Counselor Interns, let's give it up for them. Let's give it up for Shanele and Teresa they are our counselor Interns. Teresa has been doing our groups on Monday's and Tuesday's she has been doing a really good job with the groups. I just want to mention to the people that work on Monday's and Tuesday's evening shift when she is doing groups a staff person sit in the room with her. She is an Intern and she cannot have authorization of discipline and be in control in the room by herself fin the room with the kids. Also she has expressed an interest in taking the kids outside, to do some of her groups and so staff must go with her outside as well. Because she is not a Youth Care Worker, she is a Counselor Intern so a lot of the supervision is not on her it is on the actual Youth Care Workers. Let's make sure that someone is sitting in the room with her during those

group times. Shanele is not on, so I will just ask her to give us an update on the kids she is seeing at a later time and we will go from there.

Outcome, Actions, Timeframe:

VII. Other Business:

1. Sub-topic: Job Fair on 4/28/2021 @ Lake City Fairgrounds 10a-2p

Discussion: Tomorrow, April the 28th 2021 I will be present at the Lake City Fairgrounds joining a job fair sponsored by Career Source of Northwest from 10 to 2. I am setting up a table with pamphlets and put out applications, do on the spot interviews, for youth care workers and to gather applications for any one qualified for the Residential Counselor position. So hopefully I can come back with a nice little stack of applications for those 2, so we can start filling those positions.

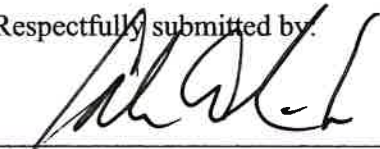
Outcome, Actions, Timeframe:

2. Sub-topic: Observations – Mrs. Williams, Regional Coordinator

Discussion: You guys are doing a really good job with the log book, I had the opportunity to look through the log book the last couple of log books have looked really good just keep up the good work as far as getting the information in there getting the counts, you guys are doing a great job with the temperature reporting's. I do want to make a clarification into the temperature reporting. The participants are not to give you the readings you all are to look at the readings for yourself. I saw on one particular shift, that the kids are going up to the monitor and yelling the readings out. It is our responsibility to know what the reading is, because the kids can give us any reading. It could say 99.9 and they holler out 97.1, so it's our responsibility as the staff to be in a position to see the monitor for yourself and write those recordings down. You all are doing a really good job, with the menus making sure the kids are getting what they are supposed to get on their snacks and their meals. Keep up the good work, that's going very good. Thank you guys so much. The shift exchange, I do see the shift exchange is taking place, however I do want to go back to the suggestion that I made that if you all would please not do the shift exchanges in front of the kids. They should not be privy to the information given on a shift exchange. Please either go up to the Intake room or go outside so they cannot hear you. Please let's not share who works on a shift, little miss. Ricki likes to ask who coming to work? Or who is working the next shift? That is not for us to give out to the kids. The reason why we don't give out that kind of information is because in the past we have had kids to run away when they knew who was working. So they devise their plan based on who is working. Kids should not be privy to that information. So let's not give out that kind of information to the kids about who's working on what shifts. They should know who is working when the person shows up. Other than that you all are doing a great job! We started back to school, that has been going well, so the transportation is going well, we are in the process getting the van fixed so we will try to do that on a date where kids don't have to be picked up. Supervision outside, when kids are doing Large muscle recreation, let's make sure the chairs are being put back because we are entering into Hurricane season and we know that chairs can be lifted in the air if the wind gets too high so let's make sure we are stacking the chairs back up after Large Muscle recreation time. Also let's get active with the kids. When the kids go outside, let's be active with them. Let's get up shoot hoops with them, let's throw the ball with them, let's get up and do an organized activity with them. That's staff/participant interaction part. So when kids are just going outside to sit down, they are doing that because they see the staff doing that. Let's get up, let's get active. I am not saying the whole hour; you have to be up the first 10 to 15 minutes do an organized activity with them so they can get active and move around.

Outcome, Actions, Timeframe:

Respectfully submitted by.


Name

7/6/21
Date