**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting**: Staff Meeting/Training**

Date: **May 18, 2023**

Time**: 9:00 AM**

Location: **IYP-NW**

Date of Next Meeting: **June 22, 2023**

Attendance: Roslyn C., Walter D., Kathy H., Josie J., Carlton J., Katelyn J., Ralph M., Sharon M., Tonda N., Bethany S., Sabriena W.

Absent: Shalay C., Wanda J., Bessie S.

**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:* **Summer Program – Mrs. Sabriena W., Regional Director**

*Discussion:*  Our Summer Program starts on June 5th this year. We have planned field trips, counseling groups with Stephanie D. Mondays and Fridays, trips to the movies, guest speakers etc.

*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:* **Intake Training – Mrs. Sabriena W., Regional Director**

*Discussion:*  If you need Intake training or a re-fresher on Intake training, get with Mrs. Wanda and schedule a time for your training.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Annual All Day Training – Mrs. Sabriena W., Regional Director**

*Discussion:*  Our annual all day training, we are looking at some time in July 8AM to 5PM. I will let you know as soon as I have a date.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Training News & Updates** **Administrative Assistant – Walter D.**

*Discussion:*  Thank you all for your efforts with your trainings over this past year. Reminder training starts all over for us that has been here for over a year and for those New Hires you are still in your First year.

*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:* **QI Program Review – Mrs. Sabriena W., Regional Director**

*Discussion:*  We completed our QI Review back on April 19th & 20th we were told that we got a Satisfactory with a few exceptions. The actual report is not in as of yet

*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:* **Ethical Conduct and Employee Professionalism – Sabriena W., Regional Director**

*Discussion:*  Ethical Conduct and Employee Professionalism CDS is fundamentally concerned with the welfare, integrity, and human dignity of our employees, our staff members, and our participants. To accomplish its goals, CDS expects all of its employees to act in an ethical and professional manner. Accordingly, CDS has adopted the following guidelines for ethical conduct and an employee failing to follow any portion of this policy may be subject to disciplinary action up to and including termination.

**2.** Employees are expected to exhibit a professional demeanor towards participants, fellow employees, staff members, and the general public.

**5.** Just as participants are to be treated with respect, employees are expected to be courteous, pleasant, helpful, and professional towards fellow employees, staff members, and the general public.

**8.** While some communication may be extremely difficult to have, employees are always expected to avoid an argumentative tone and comments and allow the other individual an opportunity to share his/her position inviting open discussion in a respectful manner.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Cellphones on the floor – Mrs. Sabriena W., Regional Director**

*Discussion:*  There is to be no cellphone use on the floor. If you need to make a quick call or take a quick call excuse yourself from the floor, let your shift partner know what is going on and then return back to the floor. Again when QI is looking at the video, they are also looking for cell phones on the floor. As this is a sign of no participant supervision.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Supervision – Mrs. Sabriena W., Regional Director**

*Discussion:*  It is the responsibility of the shift leader to ensure that appropriate type of supervision of participants is maintained. It is the primary responsibility of youth care workers to provide participant supervision. All other routine tasks are secondary to the priority of supervising youth. When the situation warrants any and all staff available should be prepared and are expected to assist with supervision of participants. All staff on duty is expected to be alert at all times.

There will be occasions when one-on-one supervision is required to assure participant safety or maintain control of the environment. It is critical that all youth care workers on duty should maintain diligent contact with their shift partners regarding their whereabouts and activities. This is required to ensure a maximum and immediate response to an emergency.

When the situation warrants, the shift leader is expected to use on call systems, contact supervisors and/or contact off duty staff to increase the ratio of staff to participants for supervision purposes.

*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 – Mrs. Kathy H.**

*Discussion:*  No issues at this time, reminder if there is a child going home on a visit and has meds let her know. Also if we have an Intake with medications let her know this as well. Keep her posted on any discharges with medications as well so she can prepare for those too.

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Senior Youth care Worker Observations – Wanda J., senior Youth Care Worker**

*Discussion:*  **Kitchen:** When you are cooking please make sure that all the dishes are washed and put away as well as the pots and pans in an organized manner. **Bed Linens:** Make sure you are washing the bed lines according to our schedule weekly and that the ones not being used are folded and put away.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Staff Participant Interaction** **– Mrs. Sabriena W., Regional Director**

*Discussion:*  Continue to keep up the good job. We must keep this going and be active with your participants. If we keep them active and are participating with them it keeps the atmosphere of the house on a positive note and less room for there to be negative activity or thoughts to be had. Reminder this is a part of your duties with our youth.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  Miss Tonda said there were no issues at this time, but if you need any information or have information for her about the participant feel free to reach out to her. Also if there is any family needs, home visits, and discharge information please see her.

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Midnight shift – Mrs. Sabriena W., Regional Director**

*Discussion:*  The lights are to be on during the midnight shift – video surveillance does not show up as well or at all if the lights are off. All lights are to be on, with the exception of the participants’ bedrooms. QI reviewed 8 midnight shifts to see if the lights are on, are the children being checked on, and what our process is. Also to make sure the staff is alert and awake.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Mock Screenings – Mrs. Sabriena W., Regional Director**

*Discussion:*  Mock Screenings are conducted throughout the year by the Florida Network to see what our process is as far as taking screenings. Screenings are to be taken right then when the call is received. Walter stated that the entire screening has to be completed in order to put them into the NETMIS system.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Memorial Day**

*Discussion:*  We are planning a cook out with hamburgers, hotdogs, baked beans and chips.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Weekend Groups**

*Discussion:*  Thank you to Miss Tonda for the group topics and activities for the weekend and a shout out to our weekend staff for all your help with these groups. Ms. Tonda has these groups set up to relate to the individual needs as well as the learning potential of our participants.

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* **Staff Concerns & Shout Outs!**

*Discussion:*  There were no staff concerns at this time. Thank you again to the weekend staff for help with the groups and activities.

# *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Sabriena Williams |  | 6/16/2023 |

Name Date