**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **smiypnw5302024**

Date: **May 30, 2024**

Time: **9:00 AM**

Location: **IYP-NW**

Date of Next Meeting: **June 27, 2024**

Attendance: Brandi B., Roslyn C., Walter D., Keren G., Wanda J., Ralph M., Sharon M., Tonda N., Sabriena W.

Absent: Shalay C., Sherri C., Kathy H., Josie J., Ta’Mar J., Carlton J., Bethany S., Bessie S., Daphena 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:*

*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:* **Summer Schedules** **– Brandi B., Residential Supervisor**

*Discussion:*  You must have your vacation requests in as our summer schedules are being prepared. So in order for your time off to be considered you must have those in now.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Overtime/Staff Schedules – Brandi B., Residential Supervisor**

*Discussion:*  We have got to cut down on overtime. The extra hours need to be given to the part-time and prn staff. Once again you need to have your leave/vacation request in 2 weeks prior to the time of the leave, in order for it to be considered.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  Our DCF Training has changed once again. There are less than last year, thanks to Ms. Naomi from Central. She will also be conducting some of those trainings in person.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Training day – Sabriena W., Regional Director**

*Discussion:*  Our first full day of **Mandatory** training is August 29th 8am to 4pm

*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 Report – Sabriena W., Regional Director**

*Discussion:*  We past our Annual QI inspection this year with Satisfactory and a few recommendations. Over all good job! There are a few things we are going to be working on to improve next year’s scores.

*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:* **Groups – Sabriena W., Regional Director**

*Discussion:*  We created a form for us to track our groups better. Sunday through Saturday there has to be a minimum of 5 groups a week. The form has up to 7 groups.

*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:* **Medication/Pyxis Refresher/Residential Nurse Observations – Kathy Hardee, RN**

*Discussion:*  **No discussion**

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Screenings & Intakes – Brandi B., Residential Supervisor**

*Discussion:*  Please complete the entire screening, prior to placing in the Supervisor’s box for review. When doing an Intake make sure to complete the entire intake while the parent/guardian is there, so we get as much information as possible. If for any reason you may need more training on either screenings or Intakes see Mrs. Wanda and schedule time with her.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Cleaning Duties Schedule (Oven, Boys Bathroom)**

*Discussion:*  In the log book it is going to be noted who is to clean the oven and what date. Also we need to come up with a cleaning chart for the boy’s bathroom.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **FACEBOOK/Behavioral Management – Sabriena W., Regional Director**

*Discussion:*  We have made some new forms to show the 14 days of achievement, we are including additional awards in our store as well.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Staff Interactions – Sabriena W., Regional Director**

*Discussion:*  Participants are stating the staff are talking harsh, joking around, talking rough, and talking loud to them. We have got to remember how we treat the participants and how we speak to them. Things we say or may do might be a trigger for the child or children. Remember to treat them with the same respect we want them to treat and speak to us with.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  We need to be more closely checking the inventory at Intake and what is being brought in and at Discharge that the child is leaving with all of their own belongings and nothing extra. Be sure to check **EVERYTHING**! There are to be no pants with holes in them, and absolutely no leggings or hoodies.

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Summer Enrichment Program – Sabriena W., Regional Director**

*Discussion:*  Friday May 24th our summer enrichment program started a music theme this year. Our First week’s theme is Jamaican Me Crazy! We have a day of tie dye planned, shirts and socks and on Friday with a field trip to Gainesville to Caribbean Spice for lunch.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Chemical Inventory – Walter D., Administrative Assistant**

*Discussion:*  Our chemical sheet in the laundry room has changed again. We not only need to note the time we use the chemicals, but also note when we put them back. Thank you for all your help with this Chemical Inventory Use list.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  We need to comply with the menus as we buy food for each one when we go to the store. If there are any changes it needs to be noted on the menu.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Senior Youth Care Worker Observations – Wanda J.**

*Discussion:*  **No discussion**

*Outcome, Actions, Timeframe:*

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

*Discussion:*  We have one participant, whose parents are at odds with each other and we do not need to get in the middle of what they have going on. We have a few that are going on home visits for the weekend. For the most part everyone is doing well at this time.

*Outcome, Actions, Timeframe:*

*6. Sub-topic:* **Bathrooms** **– Sabriena W., Regional Director**

*Discussion:*  We need to make sure that ALL bathrooms are being cleaned from top to bottom. There should be no wash clothes or towels left in the bathrooms. The mirrors are to be cleaned, the bathtubs/showers are to be cleaned thoroughly, the toilets really need to be cleaned better, floors swept and mopped. Also check to make sure there is no mold on the shower curtains as well.

# *Outcome, Actions, Timeframe:*

*7. Sub-topic:* **Petty Cash – Sabriena W., Regional Director**

*Discussion:*  There are to be no more outside receipts for petty cash.

*Outcome, Actions, Timeframe:*

*8. Sub-topic:* **Chores – Sabriena W., Regional Director**

*Discussion:*  Do not have the entire household doing chores at one time, there is no way you can watch every single one of them to see and hear what they are doing. You should take 3 or 4 participants at a time to clean and break the facilities into sections and while those few are doing their chores the others will be in the large living room being supervised and just rotate out the next group to clean.

# *Outcome, Actions, Timeframe:*

*9. Sub-topic:* **Outside Activities** **– Sabriena W., Regional Director**

*Discussion:*  If the temperature is 86 degrees or hotter there will be no outside activities.

# *Outcome, Actions, Timeframe:*

*10. Sub-topic:* **Employee Shout Outs – Brandi B., Residential Supervisor**

*Discussion:*  Brandi Thank everyone for all their help before and during QI. Thank you Mr. Ralph for helping Walter out! I appreciate it, very much!

# *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Sabriena M. Williams |  | 6/26/2024 |

Name Date