

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: **smiypnw62724**

Date: **June 27, 2024**

Time: **9:00 am**

Location: **IYP-NW**

Date of Next Meeting: **July 25, 2024**

Attendance: Brandi B., Roslyn C., Walter D., Kathy H., Ta'Mar J., Carlton J., Wanda J., Ralph M., Sharon M., Bethany S.

Absent: Shalay C., Laesha B., Sherri C., Keren G., 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:* **Personal Productivity Plans – Brandi B., Residential Supervisor**

Discussion: Personal Productivity Plans have been handed out and or placed in staff mail boxes, they are to be filled out and returned by Monday morning.

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:*

Discussion: No 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 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:*

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:* **Vehicle Maintenance / Emergency Procedures (Personal or Van) –
Brandi B., Residential Supervisor**

Discussion: We went over the accident procedures for the vehicles driven on CDS's behalf, per policy and procedure.

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:* **Bed Scans – Brandi B., Residential Supervisor**

Discussion: We have an (IT ticket issued) for our bed scanning system, hopefully we will be up and running again soon.

Outcome, Actions, Timeframe:

VI. Clinical/Program

A. Medical and Medication Issues

1. *Sub-topic:* **Medication / Pyxis Refresher / Residential Nurse Observation**

Discussion: Psychotropic Medications, some side effects of these maybe tics, facial tics, strange movements if any of these occur contact Mrs. Kathy. Common side effects are Dry mouth, drowsiness, dizziness, constipation, tiredness, weakness. Serious but rare – severe dizziness, fast or slow heartbeat, fainting, mental or mood changes (such as depression, confusion). Reminder, if the electricity goes out you will have to break into the medication boxes to open them in order to give medications!

Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

1. *Sub-topic:* **Staff/Participant Interactions – Brandi B., Residential Supervisor**

Discussion: Reminder the more hands on with your participants the less trouble they will get into, you have to be more involved in the daily activities with them, engage them. If you are involved they will be involved. Activities and interactions between staff and participants keeps down the negativity between both.

Outcome, Actions, Timeframe:

2. *Sub-topic:* **Midnight Cleaning Requirements – Brandi B., Residential Supervisor**

Discussion: We need to be making sure that ALL chores are being done on the midnight shifts, this means that the boys as well as the girls should be cleaning after they are up and moving around, this includes the bed rooms, individual living rooms, bathrooms too. We need to look at a chore chart for the boys, like Ms. Sharon has made for the girls.

Outcome, Actions, Timeframe:

3. *Sub-topic:* **Over Time – Brandi B., Residential Supervisor**

Discussion: O.T. has to be approved by your supervisors! The PRN & Part time staff are to be looked at first before offering to a full-time staff.

Outcome, Actions, Timeframe:

4. *Sub-topic:* **Summer Leave Requests / Medical Requests – Brandi B., Residential Supervisor**

Discussion: We need advanced notice of any and all doctor's appointments in which you will miss work or be late, also of any vacation time you are looking to take. The schedules are made ahead of time and we need to make sure we have coverage.

Outcome, Actions, Timeframe:

5. *Sub-topic:* **Youth grievances – Brandi B., Residential Supervisor**

Discussion: There were not so many these past few weeks, over all we have had a good few weeks.

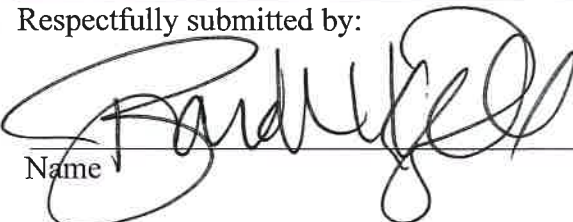
Outcome, Actions, Timeframe:

6. *Sub-topic:* **FACEBOOK – Updates on levels Ralph M., Youth Care Worker**
Discussion: We have 3 possible to move up a level. Make it known at Intakes about our FACEBOOK / Behavioral System, how it works, what is to be learned and what can be earned during the course of their time here.
Outcome, Actions, Timeframe:
7. *Sub-topic:* **Senior Youth Care Worker Observations (Summer Camp) – Wanda J.**
Discussion: No issues at this time.
Outcome, Actions, Timeframe:
8. *Sub-topic:* **Residential Counselor Observations – Tonda N.**
Discussion: No discussion
Outcome, Actions, Timeframe:

VII. Other Business:

1. *Sub-topic:* **PM LMA – Check Temperature – Brandi B., Residential Supervisor**
Discussion: No matter what time of day if the temperature is 86 degrees or hotter, you will need to move your activities inside.
Outcome, Actions, Timeframe:
2. *Sub-topic:* **Emergency Contact Forms update – Brandi B., Residential Supervisor**
Discussion: We need for you to fill out/update your emergency contact information. Fill it out and return to me.
Outcome, Actions, Timeframe:
3. *Sub-topic:* **Performance Measures for NW (Shelter) – Walter D., Administrative Assistant**
Discussion: We need to maintain 9 to 11 participants in shelter at all times. We completed 8 screenings so far for this month, and a total of 7 intakes. I will also be making phone calls to each one of you to see if you will be attending our staff meetings for that month, if you are not able to be at the staff meeting you will need to contact your supervisor and let them know why you will not be able to attend as they are a part of your job.
Outcome, Actions, Timeframe:

Respectfully submitted by:


 Name _____

7 / 19 / 24
 Date _____