



**July 13<sup>th</sup>, 2021**

**9:00 AM- 10:00 AM**

**IYP- NW**

**AGENDA**

**Introduction – Carlos Lopez (Residential Supervisor)**

- **PARTICIPANT SUPERVISION**
- **USE OF TELEPHONE**
- **RULE VIOLATIONS**
- **PYXIS UPDATE & TRAINING**

**Regional Director Observations- Sabriena Williams**

- **CONFIDENTIALITY**
- **SHIFT COVERAGE/ FURLOUGHES**
- **SUICIDE SCREENINGS (DURING INTAKE)**
- **NO PURCHASING ALLOWED BY STAFF**
- **COVID 19 PROTOCOLS**
  - **MASK WEARING**
  - **DISINFECTING**
  - **DOCUMENTATION**

**Training files - Walter Disbrow, Administrative Assistant**

**Nurse Input**

**Staff Concerns**

# Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

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Meeting: Staff Meeting

Date: July 13, 2021

Time: 9:00AM

Location: IYP-NW

Date of Next Meeting: August 26, 2021

Attendance: Kathy H., Carlton J., Wanda J., Carlos L., Ralph S., Sharon M., Kimberly P.,  
Sabriena W.

Absent: Walter D., Daphena W.

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## **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: **Confidentiality****

*Discussion:* Please remember that all our work is confidential and not to be shared with anyone outside of the agency. Paperwork, any participant's information, etc.

*Outcome, Actions, Timeframe:*

#### **2. Sub-topic: **Shift Coverage/Furloughs****

*Discussion:* We are closed here from Friday 4pm until Sunday at 4pm due to the lack of staff until we can hire enough people to work the weekend shifts. Children are being furloughed home and will return Sunday afternoon starting at 4pm.

*Outcome, Actions, Timeframe:*

#### **3. Sub-topic: **Suicide Screenings (During Intake)****

*Discussion:* Please make sure you document at the time of Intake any information needed for the suicide Screening and if any of the 6 questions are answered follow the Suicide protocol and document everything at this time.

*Outcome, Actions, Timeframe:*

#### **4. Sub-topic: **No Purchases Allowed by Staff****

*Discussion:* No staff is allowed to make purchases, if there is a project that is going to be done let your supervisor know, if there is a certain food project you may want to do, let your supervisor know, if there is an outing that requires money this must be done in advance and approval given by your supervisor.

*Outcome, Actions, Timeframe:*

#### **5. Sub-topic: **COVID-19 Protocols – Mask wearing, Disinfecting, and Documentation****

*Discussion:* We have the following COVID-19 Protocol for IYP-NW in place.

- Upon entrance to shelter we have a temperature station where ALL incoming personnel must register their current temperature.
- A table with masks is available for ALL incoming personnel as well.

- Use of Hand sanitizer takes place at this station.
- An Intake room is immediately available prior to coming into the main facility which provides a "holding- standby area" for all participants and parents coming in for an intake. This room is also available for outside service providers for case management.
- ALL 3 shifts are tasked with providing FULL SANITIZATION of the facility via Industrial Strength sanitizer formula.
- Masks are available at several stations: entrance lobby, Residential Supervisor Office, Control Room, and Large Living Room area.
- COVID 19 care packages are issued to every parent upon discharge, or furlough of any program participant. The kit includes: masks, disinfectant wipes, microfiber cloth, hand sanitizer, and antibacterial wipes.
- Participant temperatures are taken 3 times a day and logged on to a temperature log.
- Participants are required to take showers upon return from school.
- Staff members are required to wear masks when multiple people are occupying a room (two or more).

*Outcome, Actions, Timeframe:*

6. *Sub-topic:* **Training Files**

*Discussion:* Walter is not able to get online he is having technical difficulties and contacting IT to see what the issue is. We will have an update later pertaining to Training and Training Files.

*Outcome, Actions, Timeframe:*

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

*Discussion:*

*Outcome, Actions, Timeframe:*

3. *Sub-topic:* **Pyxis Updated & Training**

*Discussion:* Our Pyxis system was updated and Mrs. Kathy will be scheduling trainings with everyone on the new updates with the Pyxis system.

*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:*

*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:*

*Discussion:*

*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 Issues – Kathy H. RN**

*Discussion:* As far as COVID updates last month here in Columbia County we haven't had any new cases, but since July has started we have had a big up tic, in fact there has been 79 cases in the last 7 days. We are still considered a moderate county by the state as far as the number of cases, but all the counties around us are high cases. It is coming this direction, so as you said we need to pick up our COVID protocols again. The new variant is here (the Delta variant) as far as vaccinations go it does seem to make a difference. The Starke nursing home has over 40 people with COVID, 20 staff and 20 patients although pretty much everyone has been vaccinated but it does not seem to be as severe if you have been vaccinated. So even though you have been vaccinated and you have symptoms you may want to go get tested because you still can get it. There were no issues with participants and medications at this time.

*Outcome, Actions, Timeframe:*

### B. Counseling and Programming Issues

#### 1. Sub-topic: **Participant Supervision**

*Discussion:* Participants must be watched at all times. You have to be in the same room with them, in order to see and hear everything that is going on. You cannot supervise participants with the camera, this is not acceptable. Do not leave the participants alone at any time during your shift. Remember the cameras are reviewed by management and QI reviews them as well.

*Outcome, Actions, Timeframe:*

#### 2. Sub-topic: **Use of the Telephone**

*Discussion:* • The Telephone Systems (including voice mail) at CDS are the property of CDS and are provided for business purposes. • CDS may periodically monitor the usage of the telephone systems to ensure compliance with this policy. • Therefore, employees SHOULD NOT consider their conversations on CDS telephone systems to be private

*Outcome, Actions, Timeframe:*

#### 3. Sub-topic: **Rule Violations**

*Discussion:* When issues arise related to employee errors or misconduct, CDS supports a progressive series of steps as the approach to resolving employee issues, whenever possible. This includes verbal counseling, training, corrective action, written reprimand, suspension and termination. In cases of gross misconduct a progressive disciplinary response may not be an appropriate alternative and CDS reserves the right to take a more expeditious approach up to and including termination in such cases. CDS has adopted work rules to promote fair treatment of employees and to ensure that your working conditions will be free from dangerous, disrupting, and costly behavior of others. The following work rules are not intended to be a complete description of inappropriate conduct, but rather are set forth as examples of conduct that CDS considers to be grounds for corrective action and/or termination in appropriate circumstances

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

1. *Sub-topic:* **Participant Intakes – Carlos L. Residential Supervisor**  
*Discussion:* We have 2 intakes coming in today. Total of 4 participants in total.  
*Outcome, Actions, Timeframe:*
2. *Sub-topic:*  
*Discussion:*  
*Outcome, Actions, Timeframe:*

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Respectfully submitted by:



Name

11-15-21

Date