

# Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

---

Meeting: **smiypnw72524**

Date: **July 25, 2024**

Time: **9:00 AM**

Location: **IYP-NW**

Date of Next Meeting: **August 29, 2024**

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

Absent: Keren G., Josie J., Bessie S., Daphena W., Sabriena 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:* **Introduction to our Quality Assurance Director – Alex C.**

*Discussion:* Alex was introduced to us and he spoke about what his role as Quality Assurance Director was exactly and what he would be doing in that capacity. He stated that he would be doing QI Inspections at each of the shelters to see what we needed to work on for our yearly QI inspections with Fore Front, Keith Carrs' team. He will also be helping Sam C. with updating the intranet and policy and procedures as well.

*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:* **Administrative Assistant – Walter D. Training**

*Discussion:* Staff attending the online myFLlearn DCF training must have access to Microsoft teams in order to do the training Motivational Interviewing. When registering, the staff will get an email with the meeting code and link for this training. The HIV training link has been updated along with the test now. The Florida Network has updated a new Suicide Prevention course to Bridge. Please make sure you register for the 7/2024 version now available online.

*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:* **Cellphones on the floor**

*Discussion:* No cellphones are to be on the floor.

*Outcome, Actions, Timeframe:*

2. *Sub-topic:* **Document all Interactions with youth/Document behaviors**

*Discussion:* It is the responsibility of the shift leader to ensure that appropriate documentation occurs on each shift. The logbook shall contain observations on general atmosphere of the milieu and notable behaviors of youth and staff. The Program Log Book shall document: · emergency situations · incidents and scheduled events · drills · medication administration · when a youth is placed on and off a specified form of supervision · special instructions for supervision and monitoring of youth · youth group movements (e.g. group, homework, meals, recreation) · head counts at the beginning, middle, and end of each shift and any other head counts conducted during a shift · transports away from the facility, including the names of staff and youth involved and the destination · searches, security checks, and over-night bed checks conducted by direct care staff admissions and discharges, including the name, date, and time of anticipated arrival or departure · information relating to absconds or attempted abscond incidents, and runaways for non- court ordered youth · all incidents when youth leave and return to the general population · all incidents when physical intervention is used · intakes and dispositions on each shift

*Outcome, Actions, Timeframe:*

3. *Sub-topic:* **Staff dress attire/Participant dress attire – P-1033, P-1148**

*Discussion:* While staff should always appear at work neat, clean, and well groomed, we recognize that certain situations require more casual attire such as recreational activities. This policy is not intended to eliminate that flexibility; however, general staff should not wear sweat pants, tank top shirt, jeans with holes, short skirts, short shorts, overalls, or camouflage clothing. In addition, staff is prohibited from wearing items with pictures, logos, emblems and/or writing which depict illegal activities, violence, profanity, nudity and/or drug or alcohol emblems.

Each youth shall be required to adhere to the program's dress code. CDS prohibits pictures, logos, emblems, or writing that depicts illegal activity, violence, gang affiliation, profanity, or nudity on any clothing worn by youth in shelter. Additionally, youth shall follow these guidelines for appropriate dress: · Shirt/blouse must cover breasts and midriff and be worn at all awake times. · All clothing must be appropriate in length and fit. · Top and bottom clothing must be worn to bed. Shorts are to be worn over underwear. A T-shirt may be worn as a top. · Pajamas are not to worn outside the bedroom. · Shoes must be worn during all awake times. · Participants are not allowed to trade clothing. There are to be absolutely: No holes in jeans/pants or shorts. No bike shorts or leggings, no hoodies, Crocks are only to be worn after shower/bath time. They are to be worn inside only (not for daily wear/activities).  
*Outcome, Actions, Timeframe:*

4. *Sub-topic:* **Staff Chores – Policies P-1139, P-1145, P-1146, P1165**

*Discussion:* **Laundry Procedures:** The evening staff will take the baskets to the laundry room. The midnight staff will wash, dry and fold all of the clothes.

**Meals and Planned Menus:** The House Manager/Cook or designee develops and follows advanced planned menus that take into consideration food flavor, texture, temperature, appearance, and palatability. The cycle menus are reviewed and approved by a registered dietitian/licensed dietician to ensure compliance with required dietary allowances as identified in the National School Lunch and Breakfast Program requirements. Our shelters maintain a single menu for participants and staff. Staff on duty may eat their meals with participants.

**Special Diets:** Some participants, due to special medical or dental conditions or due to religious beliefs, may require some dietary adjustments. Our shelters are able to accommodate to most restrictions including those of salt, sugar, fats, dairy products, solid food, meat, non-kosher products, and specific food causing allergic reactions. The House Manager/Cook should make appropriate substitutions in order to meet dietary requirements.

**General Chores:** Sweeping, mopping, and other household duties are to be completed as well. Cleaning is all days of the week and on all shifts. Pots and pans are to be place back in the cabinets in an orderly manner, as well as all plates and utensils. Chores will be assigned if we cannot clean in the manner in which it needs to be.

*Outcome, Actions, Timeframe:*

5. *Sub-topic:* **Emergency Protocol for Weather, threats, injuries P-1195**

*Discussion:* It is the policy of CDS to protect participants, employees, visitors, and property in the event of a severe weather emergency or natural disaster such as a Tornado, Hurricane, or Flood (see separate procedures). Severe weather is defined as any weather condition or natural event that has the potential to cause physical harm and/or property destruction. These events include severe thunderstorms, tornados, and flash floods. In addition, emergency severe weather and/or natural disaster drills will be conducted at each site on an annual basis.

*Outcome, Actions, Timeframe:*

5. *Sub-topic:* **Supervision 24/7 – P-1132, P-1133, P-1127, P-1121, P-1280**

*Discussion:* Interface residential programs shall maintain 24-hour awake supervision of participants while on the facility premises and/or directly under the care of our staff.

**Constant sight and sound supervision** is continuous unobstructed and uninterrupted sight of the youth and ability to hear the youth at all times. 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 – Kathy H.**

*Discussion:* We have one participant on a typical antipsychotic, and we have talked about it the last time she was here, but because she came in on Latuda, which is a very strong antipsychotic, I'm not going to say often, but it does have some of the side effects we have talked about last time and there's more people here, and it's a new medication for her. I wanted to remind you, if you see any kind of strange body movements, especially in her face, and I've talked to her about this too, so any kind of tics or jerks or weird facial expressions or drooling or anything like that, you need to let me know immediately because it can be a serious side effect.

*Outcome, Actions, Timeframe:*

#### 2. Sub-topic: **Medication/Pyxis Refresher – Kathy H.**

*Discussion:* For those of you, who do intakes; please fill out why the child is taking the medication, because some medications can be taken for several different things. And sometimes it's totally different reasons, so you know; blood pressure medicine is also given for ADHD. So do they have high blood pressure? Do they ADHD? You want to assume ADHD but hey, you don't know, so please fill out these things on the form why they are taking the medicines, so please fill that out, Also, I feel like a broken record, but please fill out when we do the intake when they take the medication. Telling me once a day on the bottle doesn't help. If they take it once a day is it in the morning, do they take it at night? So I don't need once a day, I can read the bottle. You have got to read the bottle when you are doing the intake. The other thing is if they come in and it says take it once a day and I had this happen not too long ago. Mom says well you know I give it to them about 1 o'clock in the afternoon. Well, the bottle doesn't say they have to take it at 1 o'clock in the afternoon. So if it says once a day we give it to them at a scheduled time, so you can say, we have scheduled times for medications, and this says once a day, so would you rather them take it in the morning or at night? And most of us have told this to the parent and they have said let them take it in the morning. It' hasn't been a problem you just have to let them know we have scheduled times, unless otherwise stated on the label. Mrs. Kathy stated we need a heavy duty extension cord for the Pyxis machine during a power outage.

*Outcome, Actions, Timeframe:*

### B. Counseling and Programming Issues

#### 1. Sub-topic: **Staff to Staff relationships & Staff to Participant Relationships**

*Discussion:* All employees shall follow the behavioral guidelines outlined in the CDS Family & Behavioral Health Services, Inc. Employee Handbook section entitled, "Ethical Conduct and Employee Professionalism" which states: 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: Employees are expected to exhibit a professional demeanor toward participants, fellow employees, staff members, and general public. 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

*Outcome, Actions, Timeframe:*

2. *Sub-topic:* **Remote Controls**

*Discussion:* No one but staff are to be using the remote controls, participants are not to have them at all for any reason.

*Outcome, Actions, Timeframe:*

3. *Sub-topic:* **Residential Counselor Observations/Participants/Family Needs/Home Visits/Discharges – Tonda N.**

*Discussion:* No discussion.

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

1. *Sub-topic:* **United Way Campaign**

*Discussion:* United Way has started their annual campaign and if you would like to donate the forms have been placed in your mail boxes.

*Outcome, Actions, Timeframe:*

2. *Sub-topic:* **Friday Night Live - Participation**

*Discussion:* In order to participate in the Friday Night Live activity you have got to have 500 points and be on your best behavior.

*Outcome, Actions, Timeframe:*

3. *Sub-topic:* **Movies – PG, PG-13**

*Discussion:* At this time and with this household movies ONLY PG or PG-13 can be watched.

*Outcome, Actions, Timeframe:*

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

*Discussion:* No discussion.

*Outcome, Actions, Timeframe:*

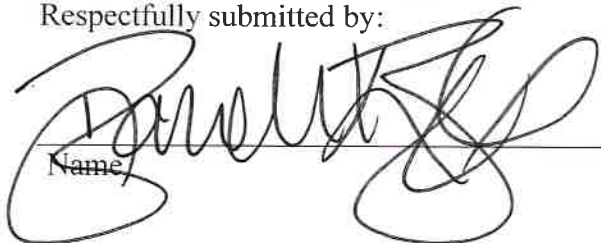
5. *Sub-topic:* **Summer Enrichment Program – Wanda J.**

*Discussion:* No discussion.

*Outcome, Actions, Timeframe:*

---

Respectfully submitted by:

  
Name

7 / 25 / 24  
Date