



August 26, 2021

9:00- 10:00 AM

IYP- NW

AGENDA

- **NO cell phones on the floor**
- **Mock call Florida Network (Screenings)**
- **Training Requirements**
- **Personal Holidays**
- **New Hire Incentives**
- **DJJ Retention Incentives (Nov)**
- **COVID shot Incentives**
- **New CEO (Nov) Michael Vetter**
- **Staff Appreciation (Oct 21st)**
- **PPE/Sanitation (Each Shift)**
- **Residential Counselor Comments**
- **Nurse Comments**
- **Staff Concerns**

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Staff Meeting

Date: August 26, 2021

Time: 9:00AM

Location: IYP-NW

Date of Next Meeting: TBA

Attendance: Walter D., Kathy H., Ralph M., W. Jones., Sharon M., Sabriena W. Kimberly P.,
Tiffany S.

Absent: Carlton J., Carlos L., 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:* **New CEO**

Discussion: Our new CEO Michael Vetter will be starting his position December 1, 2021.

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:* **Training Requirements 1.04**

Discussion: Direct care staff in residential programs licensed by DCF is required to have 40 hours of training per year after the first year. If there is a break in employment less than six (6) months, there must be documentation in the employee file that the supervisor has reviewed previous training that is applicable to the timeframe identified and signed off on verified completion. Florida Network Youth Suicide Prevention training: ALL staff having direct contact with youth are required to complete this training. This is offered on in the Bridge training system. This is to be completed annually. Non-Licensed Clinical Staff Suicide Assessment Training – ALL non-license staff administering a suicide assessment are to complete this training once at time of hire. There must be documentation in the non-licensed clinical staff person's file regarding the suicide assessment training in accordance with section 4.02.

Outcome, Actions, Timeframe:

2. *Sub-topic:* **Personal Holidays**

Discussion: If you have not used your 16 hours of personal Holiday time, you need to do so before November 30, 2021.

Outcome, Actions, Timeframe:

3. *Sub-topic:*

Discussion: No discussion

Outcome, Actions, Timeframe:

4. *Sub-topic:* **New Hire Incentives**
Discussion: For the Direct Care Positions of **Youth Care Worker and Family Action Counselor positions** staff can earn \$1,000.00 bonus. First, referral for Youth Care Worker or Family Action position. Second, upon hiring of your referral, you will automatically receive \$500.00 and your referral will also receive \$500.00. Third, when the new employee continues to work for CDS for 3 months, then you and your referral will receive an additional \$500.00 each. Contact Angie Lay for more details: angie_lay@cdfsfl.org
Outcome, Actions, Timeframe:
5. *Sub-topic:* **DJJ Retention Incentives**
Discussion: DJJ retention incentives will be given out to staff in November.
Outcome, Actions, Timeframe:
6. *Sub-topic:* **Staff Appreciation**
Discussion: It is mandatory that all staff attend. It will be Thursday October 21st here at the shelter from 3pm until 4pm.
Outcome, Actions, Timeframe:
7. *Sub-topic:* **Furloughs**
Discussion: Mrs. Williams stated; Instead of furloughing our participants home for the weekend they may be going to the Gainesville shelter. As soon as I know more, I will let you know.
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:* **NO cell phones on the floor**

Discussion: This has got to stop! NO cell phones on the floor. Florida Network states this is a Supervision Issue, if you're on your cell phone you are not supervising the participants.

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:* **Mock call Florida Network (Screenings)**

Discussion: Florida Network calls in as if they are a parent/law enforcement/etc.

Please be aware this is happening, make sure you are filling out the entire screening. QI does review these.

Outcome, Actions, Timeframe:

V. Information Technology

VI. Clinical/Program

A. Medical and Medication Issues

1. *Sub-topic:* **COVID-19 Shot Incentives**
Discussion: If you are vaccinated show us your card and you will automatically get \$100.00. If you are not vaccinated and are interested you can receive \$100.00 once you are completely vaccinated. For more information contact Angie L., HR. angie_lay@cdfsfl.org
Please send a copy of your card, not your original card.
Outcome, Actions, Timeframe:
2. *Sub-topic:* **PPE/Sanitizing**
Discussion: PPE should be used according to our policy and procedure as well as sanitizing on each shift.
Outcome, Actions, Timeframe:
3. *Sub-topic:* **Nurse Comments**
Discussion: Mrs. Kathy reminded us to continue with the Policy and Procedures for COVID, as the last 2 weeks for our area were the highest rates for cases so far.
Outcome, Actions, Timeframe:


B. Counseling and Programming Issues

1. *Sub-topic:* **Counselor Comments**
Discussion: No discussion
Outcome, Actions, Timeframe:
2. *Sub-topic:*
Discussion:
Outcome, Actions, Timeframe:

VII. Other Business:

1. *Sub-topic:* **Shout out**
Discussion: Mrs. Kathy was recognized by the Florida Network as a COVID Warrior! They honored her yesterday along with others on Zoom and on the Florida Network website. Congratulations Mrs. Kathy!
Outcome, Actions, Timeframe:
2. *Sub-topic:* No discussion
Discussion:
Outcome, Actions, Timeframe:

Respectfully submitted by:


Carlos A Lopez Jr
Residential Supervisor

Name

Date

8/30/21