

# Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

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Meeting: **smiypnw82924**

Date: **August 29, 2024**

Time: **8:30 AM**

Location: **IYP-NW**

Date of Next Meeting: **September 26, 2024**

Attendance: Brandi B., Shalay C., Roslyn C., Walter D., Kathy H., Ta'mar J., Carlton J., Wanda J.,  
Ralph M., Sharon M., Tonda N., Bethany S., Bessie S., Daphena W.

Absent: Laesha B., Josie J., Sabriena 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:* **New Shelter Updates/Ribbon Cutting**

*Discussion:* Scheduled for September 19, 2024

*Outcome, Actions, Timeframe:* Please be mindful of limited parking and carpool if possible.

2. *Sub-topic:* **Annual Celebration and Meeting 1908 Grand**

*Discussion:* Event is scheduled for November 14th 6:00 pm-8:00 pm

*Outcome, Actions, Timeframe:* More details to follow. Planning committee working to complete agenda, decorations, donor pledges.

3. *Sub-topic:* **UF Campaign for Charities**

*Discussion:* The campaign begins September and goes through October.

*Outcome, Actions, Timeframe:* Please encourage anyone who participates to consider CDS as their charity when donating.

4. *Sub-topic:* **United Way Grant**

*Discussion:* We applied for a Grant from the United Way of \$5,000.00 and we were awarded that grant. We anticipate purchasing, dining tables and chairs, beds and mattresses, and possible a new stove.

*Outcome, Actions, Timeframe:*

### **C. Regulatory Issues**

1. *Sub-topic:* **CARF Response**

*Discussion:* Feedback was provided and submitted to Phil to provide the final response.

*Outcome, Actions, Timeframe:* Phil will forward response to CARF due by 9/19/24.

### **D. Human Resource Issues (Staffing and Training)**

1. *Sub-topic:* **Employee Handbook**

*Discussion:* An email was sent out prior to the meeting inquiring of any changes needed or concerns noted regarding Employee Handbook and a discussion was facilitated.

*Outcome, Actions, Timeframe:* No additional changes requested by the team.

2. *Sub-topic:* **O. T.**

*Discussion:* Over-Time is to be kept at a minimum, Part-time employees are to fill in open shifts, then Full-time. At this moment we have the 8am to 4pm shift this Saturday open.

*Outcome, Actions, Timeframe:*

3. *Sub-topic:* **On-Call**  
*Discussion:* Monday through Friday – week days is still Sabriena and Myself (Brandi) Saturday and Sunday weekends.  
*Outcome, Actions, Timeframe:*
- E. Annual Budget Planning and Process
  1. *Sub-topic:* **Fiscal Issues- POs: Identifying appropriate categories/funding sources**  
*Discussion:* It was suggested that we receive an updated list of appropriate categories.  
*Outcome, Actions, Timeframe:* Please ensure you are including on all POs, the correct funding source and anticipated category. Darla will review and update if needed. We are going back to monthly P O requests. Also looking into Electronic Timesheets.
  2. *Sub-topic:* **Fiscal Issues- Petty Cash check**  
*Discussion:* Banks are no longer willing to cash check made payable to Petty Cash. Must be payable to the person cashing the check for Petty Cash.  
*Outcome, Actions, Timeframe:* Checks will be made payable to team member cashing checks for Petty Cash.
  3. *Sub-topic:* **DJJ Staff Bonuses**  
*Discussion:* Full-time 40 hours a week, with no write up in the last 12 months – more details to be announced.  
*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:* **As QA Director, Alex will be completing analysis of incident reports for our monthly reviews.**  
*Discussion:* No discussion  
*Outcome, Actions, Timeframe:* Alex to provide an overview of analysis at September EMT/CINS meetings.

## 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:* **Follow-up Report**  
*Discussion:* Liz sends these reports out weekly.  
*Outcome, Actions, Timeframe:* Please review the emails pertinent to your programs to check data entry. Ensure data is complete, accurate, and entered timely. Alex will also monitor to ensure follow-up.

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:* **P-1126 Participant/Staff Interactions & Interventions**

*Discussion:* Employees are expected to establish and maintain a professional demeanor toward participants at all times. Verbal interventions are the primary and preferred method of reacting to any situation with a participant. Staff should always exhaust attempts to use verbal interventions prior to resorting to the least amount of physical intervention necessary to ensure safety and prevent injury. The Participant/Staff relationship is akin to a teacher-student relationship in which staff should be consistent, courteous, protective, instructive, and helpful to the participant. We are not to have ANY outside relationships with our participants, no social media, etc. Many issues could and can arise, there have been employees terminated over this.

*Outcome, Actions, Timeframe:*

2. *Sub-topic:* **P-1050 Outreach Plan for Targeting Youth for Program Services**

*Discussion:* Catchment area was changed to 11 counties and numerous typos were corrected. If we have no participants in house, we are not making our quota. Check to see if any past participants and families may need our help.

*Outcome, Actions, Timeframe:* Please begin using these updated forms and eliminate all old copies.

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 Registered Nurse Observations – Kathy H.**

*Discussion:* **Medication Refresher/Update discussion** – Pyxis you have to log in to access the system, and log out when you are done. The system is NOT keeping accurate Medication Counts, since the change of systems. The count we are doing manually is correct in the book. DO NOT change amount in the machine, it throws the entire system off. I will also be doing Pyxis/Medication Management refreshers with each direct care staff.

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

1. *Sub-topic:* **Screenings**

*Discussion:* You are to complete the screening at time of call. Make sure you get Race, D.O.B. All blanks are to be filled out. Also note if the child is to come in or not and the date and time. When doing a screening or intake, make sure there are no threats no harm themselves. And do not take a child on lithium. Do not give out staffs personal phone numbers.

*Outcome, Actions, Timeframe:*

2. *Sub-topic:* **Logbook**

*Discussion:* Make sure you are completely filling out the logbook on every shift. Sign the pages were needed, complete summary boxes, be clear on what is happening on shift in log book. Make sure single transports are documented in there as well. Note when children have been checked for contraband and the wand was used on entry from all outside activities and outside visits off the property.

*Outcome, Actions, Timeframe:*

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

*Discussion:* After all meals clean the kitchen, wash the dishes and put them away correctly/neatly, sweep and mop the floor if needed clean and wipe down the stove, counter tops etc. Clean the participant clothes closet, and do not let children in this Staff Only room. Make sure ALL bathrooms are cleaned, check behind the children to assure that they are cleaned properly. Shampoo/body wash need to be put into portions control cups. No using the Employee bathroom or the front bathroom by participants.

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

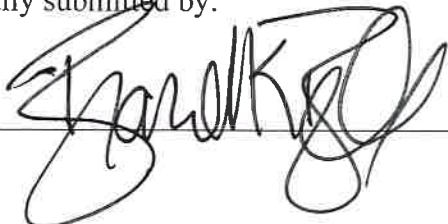
1. *Sub-topic:* **D.J.J. Visit**

*Discussion:* There will be a DJJ visit to IYP-NW on September 25, 2024. We need to pull all difficult cases within the past 12 months, parents complaints, child complaints, length of time here over 30 days.

*Outcome, Actions, Timeframe:*

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Respectfully submitted by:



Name

8/29/24

Date