**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **smiypnw11212023**

Date: **November 21, 2023**

Time: **12:00 Noon**

Location: **IYP-NW**

Date of Next Meeting: **December 22, 2023**

Attendance: Roslyn C., Walter D., Kathy H., Josie J., Carlton J., Wanda J., Ralph M., Sharon M., Sabriena W., Cindy S.

Absent: Shalay C., Keren G., Tonda N., Bethany S., 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:*

 *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:* **Medical Leave Regional Director – Sabriena W. Regional Director**

 *Discussion:*  I will be on medical leave starting December 12, 2024 for about 30 days.

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Training – Sabriena W. Regional Director**

 *Discussion:*  Carlton J. has finished his DCF myFLlearn training and 40 hours first of all Youth Care Workers. If trainings are not completed you will be on schedule for training not work or be off the schedule completely until it is completed. Also QI trainings were not completed for a third year in a row. We need to be completing all trainings in a timely manner.

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Time Off/Leave – Sabriena W. Regional Director**

 *Discussion:*  Any time off or leave needs to be in at least 2 weeks in advance, so the schedule can be completed and posted.

 *Outcome, Actions, Timeframe:*

*4. Sub-topic:* **New Hire – Sabriena W. Regional Director**

 *Discussion:*  Brandi Bell has been hired for the Residential Supervisor position.

 *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:*

 *Discussion:*  No 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:* **Medical Update – Sabriena W. Regional Director**

 *Discussion:*  All participants are healthy at this time.

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Supervision – Sabriena W. Regional Director**

 *Discussion:*  It is very important to be supervising the participants. Weekend shifts need to manage your participants a little better. Use only 2 or 3 participants to complete chores, all others are to be in another area being supervised. Continuous supervision is a must, it is your job. When a child needs to go to the bathroom escort them, they are not to go by themselves down the halls or just walking out of a room. Children move with the staff. No sending children to go get things from another room that is not acceptable supervision. There is absolutely no reason the children should not be supervised at all times. Communication is the key. You have got to speak to your shift partner and the previous shift and the staff coming on duty.

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Holiday Schedule/Youth Holiday Schedule** **– Sabriena W. Regional Director**

 *Discussion:*  Children on going on furloughs for the Thanksgiving Holiday, but we are open for business 365 days 24-7 a year. Central is open fully, if needed we will have one person per shift during this furlough.

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Screenings and Intakes – Sabriena W. Regional Director**

 *Discussion:*  You are doing really well with the screenings & intakes. I call 3 times a day each day on the weekends for screening and intake checks. Make sure that Screenings and Intakes are completed. Good Job!

 *Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Update on School situation – Sabriena W. Regional Director**

 *Discussion:*  Children are still doing Community Instruction/Online School. During this time Chrome books are being used. If a parent doesn’t want their child to do this, please let me know.

 *Outcome, Actions, Timeframe:*

*5. Sub-topic:* **Staff Voice tone – Participant Interactions – Sabriena W. Regional Director**

 *Discussion:*  Please use your inside voices. Watch your tone; they may sound in a way that may not be polite or traumatizing to the youth.

 *Outcome, Actions, Timeframe:*

*6. Sub-topic:* **Participant Interactions – Sabriena W. Regional Director**

 *Discussion:*  Continue with the staff/participant interactions, you have improved on this. Note that children are NOT to go into the game room to get games, cards etc. that is staffs job. The more you stay active with the youth the less likely for negative reactions or issues.

 *Outcome, Actions, Timeframe:*

*7. Sub-topic:* **Phone Calls – Sabriena W. Regional Director**

 *Discussion:*  Participants phone calls are to be made in private, away from other participants, but in eye and ear shot of you.

 *Outcome, Actions, Timeframe:*

*8. Sub-topic:* **Participants on leave**

 *Discussion:*  The participants are going to be on leave for the Thanksgiving Holiday.

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **myFLlearn – DCF Training**

 *Discussion:*  On Friday, November 17, 2023 from 8:30PM EST to Saturday, November 18, 2023 at 1:30AM EST, your portal will be briefly unavailable due to a software update.

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **While Sabriena is out – Cindy S., COO**

 *Discussion:*  While Sabriena is out myself, Brian – Residential Supervisor of Gainesville and Alex – Regional Director of Palatka will be available if you need assistance during her absents, Also Walter you will send the URI’s, CCC, and Participant census to myself. For the last 2 years we have gotten a limited on our trainings. We need to do better on our trainings and complete them in a timely manner. Walter and Naomi have been working on our new training spreadsheets for all programs. Your annual December training day, I think we should intend on going through with it, of course it would be Sabrienas call. Also the issue with filling the schedule, it seems that there is a problem with doing so, I am not sure what it is or why all of sudden there is one, but if there are issues you need to let Sabriena know what they are. Expectations are higher after you all got your raises in pay and you are expected to do your jobs. As we are striving to make it our goal to have standard shifts for everyone, this too is a process and will not happen overnight. We need to be a team and be team players. The schedule is filled right now and it will continue to be filled in her absents. Remember that supervision is a major part of your jobs. We are a Team! Team work Alaways!

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Sabriena M. Williams |  | 11/21/2023 |

 Name Date