

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: **smiypnw112124**

Date: **November 21, 2024**

Time: **9:00AM**

Location: **IYP-NW**

Date of Next Meeting: **December 13, 2024**

Attendance: Brandi B., Laesha B., Shalay C., Roslyn C., Walter D., Kathy H., Josie J., Carlton J.,
Wanda J., Ralph M., Sharon M., Tonda N., Stephanie D.

Absent: Ta'mar J., Bethany S., Bessie S., Daphena W., Sabriena W.

I. Business Operations:

A. Monthly Budget (Revenue and Expenses)

1. *Sub-topic:* **Overtime**

Discussion: All CDS employees must receive approval before any team member works overtime hours. Any timesheet with overtime must have a notation at the bottom as to when and who approved the number of hours. An example of unavoidable overtime was discussed.
Outcome, Actions, Timeframe: All overtime must be approved by the COO or CEO. A time sheet that indicates overtime should also have the date, who approved, and # of hours approved.

B. Marketing and Business Development

1. *Sub-topic:* **Employee Recognition Celebration. December 19, 2024**

Discussion: Event will be held at Munecas Taco Garden on December 19th 1:00-3:00 pm
Outcome, Actions, Timeframe: Staff Achievement and Longevity awards will be presented and holiday celebration festivities with lunch.

C. Regulatory Issues

1. *Sub-topic:*

Discussion: No discussion

Outcome, Actions, Timeframe:

D. Human Resource Issues (Staffing and Training)

1. *Sub-topic:* **OT**

Discussion: Got in trouble again for Over Time and if Background Screening Process didn't take 9 weeks to hire someone we wouldn't have OT. I appreciate everyone that has stepped up to cover shifts. New hires take MAB training next week and will be on the schedule, this will alleviate this issue,

Outcome, Actions, Timeframe:

2. *Sub-topic:* **Holiday Training**

Discussion: December 13th is our Mandatory All day training. We will have a Secret Santa gift giving and if you would like to be a part of that let me know as soon as possible,
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:* **Suicide Screening process and Baker Act**

Discussion: You need to do a CCC report on a child when they are baker acted from the shelter and then we have to call them back to let them know what the outcome was, so they can put it on the CCC report we sent in. Anytime a child is sent out to Meridian by us for baker act.

Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

1. *Sub-topic:* **Single Transports**

Discussion: I will talk to you Mr. Ralph one on one about this because no one else does this, besides you and Ms. Wanda.

Outcome, Actions, Timeframe:

VII. Other Business:

1. *Sub-topic:* **Training November 30, 2024 with Ms. Naomi Thompson IYP-C**

Discussion: There is a DCF training at IYP-C with Ms. Naomi Thompson Saturday November 30, 2024. Let us know if you are going to this training as soon as you can Thank you. It will be at the new shelter in Gainesville near DJJ.

Outcome, Actions, Timeframe:

2. *Sub-topic:* **Perpetual Inventory**

Discussion: During our QI visit with Alex C. he noted that we needed a time out and a time returned for chemicals except Pine Sol as that is used all at once and it is not being

returned to inventory, if you use the last of Gain, bleach etc. put in the blank empty. Thank you all for all your efforts throughout all the changes to this document.

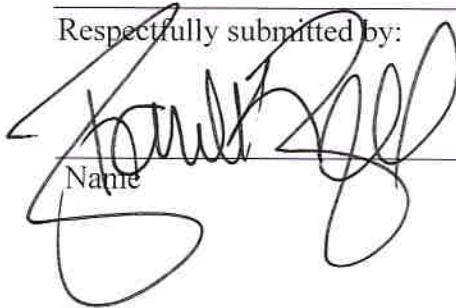
Outcome, Actions, Timeframe:

3. *Sub-topic:* **Bed Check Procedures**

Discussion: Bed check scans are the only thing in the Bed Check Book. You are supposed to note in there that the scanner isn't working and times you made the checks but nothing else. IT says he is working on getting another scanner. When Alex came for our QI he suggested we put the bar codes in the boys and girls living rooms. We had some opposition on that, so we have agreed to 2 scanners, because she wants more movement. She stated people would fall asleep, but I have seen no evidence of that. It will take about another month to get through with Central. He stated that we would have 2 key chains/fob like system, where you would put it up to the bar code. Yes we are supposed to get another scanner, but who knows when that will happen. But, we will be first before East after Central is done he will come in and put our system in. Alex was trying to ding us on our scans regarding our times taken to complete the bed scans.

Outcome, Actions, Timeframe:

Respectfully submitted by:


Name

11 / 21 / 24
Date