

Staff Meeting Agenda Items

Staff Interactions

All Staff on the Floor all eyes on deck

No Outside incentives without supervisor approval

Q.I. Mode - Logbook, Fire drills, Mock drills. Files

Training (A Must)

Christmas Holiday Training / Party – December 22nd

Weekend - Follow schedule / Menu

Furloughs / Dispositions

Incentive Store

Leave requests

1 new hire

Counselor Input

Training Input

Nurse Input

Kitchen - (Drinks - lemonade
O.J.)

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Staff Meeting

Date: **November 22, 2022**

Time: **12:00 Noon**

Location: **IYP-NW**

Date of Next Meeting: **TBA**

Attendance: Walter D., Kathy H., Josie J., Wanda J., Ralph M., Tonda N., Daphena W.,
Sabriena W.

Absent: Shalay C., Roslyn C., Carlton J., Katelyn J., Carlos L., Sharon M., Bessie S.,
SherrieAnn 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: **Training (A Must!) – Sabriena W., Regional Director**

Discussion: See Walter Today!

Outcome, Actions, Timeframe:

2. Sub-topic: **Leave Request – Sabriena W., Regional Director**

Discussion: You must get these into Carlos ASAP!

Outcome, Actions, Timeframe:

3. Sub-topic: **New hires**

Discussion: We have 1 new hire going through the process at this moment.

Outcome, Actions, Timeframe:

4. Sub-topic: **Training Input – Walter D., Administrative Assistant**

Discussion: Make sure you see me about your training. Also if you're having issues signing on to any training website and you have gotten with Carlos, be sure to print out what the site is saying and make sure to put the date and time you tried to log on and give it to me to be placed into your training file.

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

I. Sub-topic:

Discussion:

Outcome, Actions, Timeframe:

B. Self-Inspections (Reports, analysis, and recommendations)

I. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

C. Incident Reports (Reports, analysis of trends, recommendations)

I. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

III. Quality Improvement

A. File Audits and Case Record Review (reports and recommendations)

*I. Sub-topic: **QI Mode – Log Books, Fire Drills, Mock Drills, and Files – Sabriena W., Regional Director***

Discussion: Q I Mode is now! Look at the Log Books, Fire Drills, Mock Drills and Participant Files. Make sure you are completing these as you go. Keep up your documentation in the Log Books and Participants files. Make sure everything is being filled out completely in the participants files, in the Log books, make sure your fire drills and mock drills are being completed correctly and documented and in a timely manner.

Outcome, Actions, Timeframe:

B. Outcome Management (status, reports, recommendations)

I. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

C. Accreditation and Regulatory Requirements

I. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

D. Policy and Procedure Updates and/or Review

I. Sub-topic:

Discussion:

Outcome, Actions, Timeframe:

E. Participant Complaint and Grievance (specific and quarterly review of trends)

I. 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:* **Nurse Input – Kathy H., RN**
Discussion: One participant is out of their medications. I have spoken to his caregiver and let me know when it comes in, if I am not here.
Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

1. *Sub-topic:* **Staff Interaction – Sabriena W., Regional Director**
Discussion: You must interact with the participants. You have to keep the children engaged in order for the behavioral System to work and for the program to work correctly. When you take them outside exercise with them, play basketball with them. Inside play card games with them, board games etc. This is a must, it is your job to participate with the youth.
Outcome, Actions, Timeframe:
2. *Sub-topic:* **All Staff on the Floor all eyes on deck – Sabriena W., Regional Director**
Discussion: All staff are to be on the floor with the participants, no isolating yourself away from the youth. We need all staff members to be present when you are on duty and to have eye to eye contact with our participants at ALL times.
Outcome, Actions, Timeframe:
3. *Sub-topic:* **No Outside incentives without supervisor approval – Sabriena W., Regional Director**
Discussion: There are to be absolutely NO incentives from staff members to the participants. This has caused issues in the past where a staff member has given a child an incentive and

the parent got upset and reported it to the supervisor. This was all done with supervisor knowledge or approval.

Outcome, Actions, Timeframe:

4. **Sub-topic: Weekend – Follow Schedule and Menu**

Discussion: Weekend staff you must follow the schedule that is provided for you as much as possible. This schedule is mandatory for our Behavioral Management System and program to work. It is your job to follow this schedule, also you must follow the menus as they are written and if any adjustment needs to be made you have got to get supervisor permission before doing anything! Food is purchased for the menu posted, also take-out food from the freezer is on the next day's menu. Make sure you are keeping up with the Log Book and your participants are documented in for your shift.

Outcome, Actions, Timeframe:

5. **Sub-topic: Kitchen – (Drinks) – Sabriena W., Regional Director**

Discussion: Lemonade is for snack time and if it is empty or needs refilling/making please do so, same goes for Orange Juice for Breakfast please make sure this is made for the morning shifts.

Outcome, Actions, Timeframe:

6. **Sub-topic: Furloughs & Dispositions – Sabriena W., Regional Director**

Discussion: For furloughs and dispositions please check with Carlos, Sabriena and Tonda for these actions on when these events maybe happening.

Outcome, Actions, Timeframe:

7. **Sub-topic: Counselor Input – Tonda N., Residential Counselor**

Discussion: Be patient with the children, they are coming from all kinds of backgrounds and situations.

Outcome, Actions, Timeframe:

VII. Other Business:

1. **Sub-topic: Christmas Holiday Training/Party December 22nd – Sabriena W., Regional Director**

Discussion: The Christmas Holiday training and party will be December 22, 2022 starting at 8am to 4pm here at the shelter. Food will be provided by CDS.

Outcome, Actions, Timeframe:

2. **Sub-topic: Incentive Store**

Discussion: Our Incentive store is now limited with product, due to being out of stock at the stores. Mondays and Fridays are the days for the incentive store, remember this is behavior based on whether the child can even shop the incentive store or not.

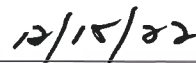
Outcome, Actions, Timeframe:

Respectfully submitted by:



Name

Carlos A. Lopez, Jr.
Residential Supervisor



Date