**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Staff Meeting**

Date: **December 22, 2022**

Time: **8:00 AM**

Location: **IYP-NW**

Date of Next Meeting: **1/19/2022**

Attendance: **Shalay C., Roslyn C., Walter D., Kathy H., Carlton J., Katelyn J., Wanda J., Carlos L., Ralph M., Sharon M., Tonda N., Bessie S., Daphena W., Sabriena W., SherrieAnn W.**

Absent: **Josie J.**

**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:*

*Discussion:*  No discussion

*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** – **New Year 2023 Goals & Expectations – Sabrienia W., Regional Director**

*Discussion:*  In 2023 we are trying to set new goals and expectations. We want this shelter to be a model for the state. We are professional people here we have professional people here. We have people here with several years of experiences in the shelter, we have staff here that care about the kids, that is evident but we have to step our game up. We have to be more engaged with the kids be more hands on with the kids as far as being more involved with them. If you no longer want to work with the team, I will not feel bad if you want to leave the team. Our community is depending on us, the parents are depending on us, the children are depending on us, the administration is depending on us and the state is depending on us to do our jobs and succeed. Thank you shout outs to Mrs. Sherri Ann, Mrs. Wanda, and Ms. Shalay for all your help with the Summer Program! And a big shout out to Mrs. Sharon for all the decorating you do here at the shelter, the Florida Network notices too! Carlton deserves a shout out for all his donations to the shelter from his Community partners! Shout out to our weekend staff!!!

*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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:*

*Discussion:*  No Discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **End of year announcements and observations – Sabrienia W., Regional Director**

*Discussion:*  CDS is experiencing some difficulties, over time is being cut out as much as it possibly can be. Some positions may be cut, but you will be notified well in advance if and when that happens. We will not be replacing our House Manager position in east or in the NW regions. They will retain their House Manager in the Central shelter because they are on a different budget. We have to keep our numbers up, we cannot turn kids away unless there is extreme Mental Health issues or other things going on with them, that’s when me and Carlos will make a determination on. If we get a screening on the weekend you must take the screening. We will be doing screening, Intake and disposition training today, because everyone in here needs to be able to do a screening and an intake and will do intakes and dispositions. It will no longer be accepted that you don’t know how to do them, after today you will. Intakes will be done on any shift that it needs to be done as well as screenings on all shifts.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Shift Assignments – CODES will be designated on Schedule – Sabrienia W., Regional Director**

*Discussion:*  Carlos will be putting Codes at the bottom of the Schedule to let you know who is in training, who is shift leader etc. Example: I=Intake, S=Shift Leader, etc.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Staff Recognition – Carlos Lopez, Residential Supervisor**

*Discussion:*  Shout outs go to ALL of our staff Full-Timers, Part-Timers, PRN, and Our new staff members!! We are grateful for you all!

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Participant Furloughs** **12/24 – 12/26 – Carlos Lopez, residential Supervisor**

*Discussion:*  The participants will be going on furlough starting 12/24/2022 at 5:00 PM and return on 12/26/2022 at 5:00 PM

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* **Shed Organization – It needs love too**

*Discussion:*  We need to make sure anything going into the shed is placed in its proper place. We need to check it periodically to make sure it is maintained correctly.

# *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Carlos Lopez |  | 1/31/2023 |

Name Date