**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

**Meeting: IYPC STAFF/TRAINING (Zoom Meeting)**

**Date: October 8, 2020**

**Time: 4:00PM**

**Location: 1400 NW 29TH ROAD, GAINESVILLE, FLORIDA**

**Date of Next Meeting: THE 2ND and 4TH THURSDAYS**

**Attendance/Absent:** Attendance: C. McCray, N. Thompson, B. Ross, B. Cox, A. Rowden, J. Turk,

B. Smith, J. Mattox, J. Bartley, S. Carter, S. Davis, S. Durham, O. Jones, K. Lee, R. McBride, M. McMann,

S. Parker, S. Warmack, W. Harmon, E. McCrea, G. Strickland

Absent: D. Hooks, S. Twining, Z. Whitter

**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: Time Sheets Due October 16, 2020.

Discussion: A complete listing of all the payroll dates is available on the CDS intranet, you can mark your personal calendars and avoid being late. Supervisors have to submit time sheets with two signatures to the fiscal office on the Mondays after the end of each pay period. We ask you to provide your accurate completed time sheet with your signature one business day prior to being due to fiscal to ensure ample time is provided to ensure all information is correct. The fiscal office has indicated they are able to move the due date to provide and additional prep day. Should that be the case payment into staff accounts most likely will be on the actual CDS pay days which are the Fridays following the end of the pay period.

Outcome, Actions, Timeframe: Staff should submit time sheets by 12:00 noon on Friday 3/20/20. Please include your Friday and Saturday scheduled shift times. If things change after Friday/noon, send an email to supervisors with details of the change. [cassandra\_evans@cdsfl.org, zeke\_whitter@cdsfl.org].

2. Sub-topic: Training Needs???

Discussion: Areas identified by supervisors and staff discussed

Outcome, Actions, Timeframe: None noted

## 3. Sub-topic: Assigned Monthly Training Assignment–

Discussion: Staff must complete the training assignment between the pay period identified. The training hours you will identify on your timesheet will replace one of the staff meetings for each month. In most cases, it will be the 4th Thursday meeting being replaced. Information notices will be provided, placed in staff boxes, during that pay period if necessary. When that occurs there will be an INFORMAION RECIEVED sign-in sheet for staff to sign indicating they are aware of the information and understand the expectations.

Outcome, Actions, Timeframe: [**Thank you For Calling (How to Conduct a Screening and Change the World)**](https://cds-flnetworklms.bridgeapp.com/author/courses/146)This training can be found on Bridge. At least check it out early to make sure you aren’t having problems getting on. 10/22/20 due.

4. Sub-topic: September Training- Managing Aggressive Behavior

Discussion: Staff who failed to complete the training by the indicated deadline should do so by Monday October 12, 2020.

Outcome, Actions, Timeframe: Ciera Garrison, Shaci Davis, Dennis Hooks, Kevin Lee, Joe Mattox, Gretchen Strickland, Shelby Twining, Ivanee Cruz.

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

1. Sub-topic:

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:* 30/60/90 Day Follow-up contacts/Responses

*Discussion:*

*Outcome, Actions, Timeframe:* Mr. Cox provided information for contacts that were made. Thank you to Mr. Cox for reaching out to the parents/guardians and to staff for working with the youth in a positive manner to ensure successful outcomes.

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:*

*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:* Open Mic

*Discussion:* Staff Questions, Concerns, Complaints, Requests, etc.

*Outcome, Actions, Timeframe:* Angie-Request Staff should leave a note that a refill has been delivered and *Ms.* McBride: discharge- tags, can we eliminate?

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: Participant Updates/Concerns

Discussion:

Outcome, Actions, Timeframe:

2. Sub-topic: Shift Coverage Needs

Discussion: Staff are responsible to securing coverage when they would like to take time off. On the leave request staff should indicate details of the outcome for coverage.

Outcome, Actions, Timeframe:

1. Request for coverage by co-workers-
2. Request for coverage by program-

3. Sub-topic: Visitor’s Screening Tool

Discussion: The screening tool/process is a DJJ requirement. What are your thoughts on dropping the temp. checks

Outcome, Actions, Timeframe: They have changed the process and reduced it to two questions. Staff are responsible for making sure they review the responses.

4. Sub-topic: Virtual Annual Meeting

Discussion:

Outcome, Actions, Timeframe: Due to the pandemic and issues surrounding gatherings CDS will not have the usual Annual Meeting luncheon. There will be a virtual meeting with a focus on staff and the programs. Each program is asked to create “something” for presentation during the meeting. If you have ideas on how to best present IYPC please share.

5. Sub-topic: Voting- General Election

Discussion: Everyone is encouraged to vote. IYPNW is doing a challenge and I have decided to also do it at IYPC.

Outcome, Actions, Timeframe: Vote in the general election; early, mail-in or in person. Get your “I voted” sticker and wear it to work on Nov. 3, 2020. There will be a drawing of all persons participating for a $25.00 gift card. If you don’t work on that day and you don’t want to come in send me a selfie on Nov. 3, 2020 before 7:00pm.

6. Sub-topic: Basic Center Grant ONE TIME- COVID SUPPORT FUNDS

Discussion: Items were purchased in response to needs to increase safety during the pandemic

Outcome, Actions, Timeframe: These are rare opportunities. Everyone should pitch in to ensure all items are maintained to the best of our ability. Matrasses, chairs, computers, water coolers, boom box, etc.

7. Sub-topic: Sound System/Speaker

Discussion: Kevin Lee provided an overview of the features and will train staff, individually and in small groups.

Outcome, Actions, Timeframe: At no time should a participant touch the equipment. If as a staff person you don’t know what you are doing don’t fake it. It’s a very expensive piece of equipment and will not be replaced if damaged.

8. Sub-topic: Water Coolers

Discussion: William Harmon provided an overview of the operation

Outcome, Actions, Timeframe: Staff only use hot water, do not pour excess water back into “drain”

9. Sub-topic: CDS Logo

Discussion:

Outcome, Actions, Timeframe: CDS is exploring a change of it’s logo. If you are interested in providing input get with me for more information.

10. Sub-topic: Discharge Progress Note

Discussion:

Outcome, Actions, Timeframe: We will begin using the new form immediately.

11. Sub-topic: Unusual Event Reports

Discussion: No discussion

Outcome, Actions, Timeframe: Now require supervisor’s signature. If a supervisor is in the building ask them to sign then. Complete form fax to Tracey O. /6th Street/ place in completed file.

VII. Other Business:

2. Sub-topic: Staff Shout Outs

Discussion: Recognizing co-workers for the “extra” they do to make the work environment better. We applaud all that you do and want to let you know we are grateful. Thank You!!!

Outcome, Actions, Timeframe:

Comments:

|  |
| --- |
| Shout Out: Mr. Harmon  For: helped with items purchased, |
| Shout Out:  For: keeping px out of Mr. cox office |
| Shout Out:  For: |

Old furnitue

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Cassandra McCray |  | 10/8/20 |

Name Date

**CONFIRMATION OF INFORMATION NOTICE**

My signature below indicates I have received and understand the INFORMATION NOTICE dated \_\_\_\_\_\_\_\_.

If I have any questions or concerns related to the information or responding to the information as presented I will contact a supervisor.

|  |  |  |
| --- | --- | --- |
| INFORMATION NOTICE | | |
| Staff Name | Staff Signature | Sig. Date |
| Bartley, Janis |  |  |
| Carter, Sherri |  |  |
| Cox, Bruce |  |  |
| Cruz, Ivanee |  |  |
| Davis, Shaci |  |  |
| Durham, Shayna |  |  |
| Evans-McCray, Cassandra |  |  |
| Garrison, Ciera |  |  |
| Harmon, William |  |  |
| Hooks, Dennis |  |  |
| Jones, Oladis |  |  |
| Lee, Kevin |  |  |
| Mattox, Joe |  |  |
| McBride, Roshanda |  |  |
| McCrea, Erika |  |  |
| McMann, Melody |  |  |
| Parker, Sheila |  |  |
| Ross, Belinda |  |  |
| Rowden, Angie |  |  |
| Smith, Brian |  |  |
| Strickland, Gretchen |  |  |
| Thompson, Naomi |  |  |
| Turk, James |  |  |
| Twining, Shelby |  |  |
| Warmack, Shakira |  |  |
| Whitter, Zeke |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |