**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 04/24/2025

Time: 9:00 am

Location: IYP-East

Date of Next Meeting: 05/22/2025 & 9:00 am

Attendance: Angela, Karen, Joy, Melanie, Cherelle, Monica, Nichelle, Gary, Kiesha, LaToya

Absent: Heather, Izel, Dayshana, Katrina, Errol, Lytinia

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*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:* **Paylocity Employee Training**

*Discussion:* Ashley Strain, Payroll & Accounting Assistant conducted Paylocity Training to all IYP- East staff who were present.

*Outcome, Actions, Timeframe:* **Ongoing**

*2.* *Sub-topic:* **Newly Hired Regional Directors:**

*Discussion:* Angela Williams has been promoted to the Regional Director position at IYP-East and Brandi Bell has been promoted to the Regional Director at IYP-NW, as of 04/01/2025.

*Outcome, Actions, Timeframe:* **Ongoing**

*3. Sub-topic:***Training Reminders**

*Discussion***:** Continue to work on your trainings consistently. If any staff needs a copy of their training agenda please let Karen or Angela know and we will provide what we have. Anyone who needs MAB training, the next training is scheduled with Brain at IYP-Central on Tuesday, 04/29th and Wednesday, 04/30th from 11 am -6 pm.. Anyone who needs Medication, Inhaler, Pysis Training the next training is scheduled at the Youth Crisis Center in Jacksonville, FL on Sunday, 5/4th, from 9 am -11am.

*Outcome, Actions, Timeframe:* **Ongoing**

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion***:**

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:*

*Discussion:*

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*3. Sub-topic:*

*Discussion:*

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:*  **Participants for QI Audit:**

*Discussion:* In preparation for the upcoming QI Audit, which may possibly be the first week of May, we need to ensure cleanliness throughout the shelter and the vans, trainings need to be completed for the reminder of the fiscal year, proper documentation in participant files and logbooks, and review current sticky notations in file/logbooks and make corrections, asap.

*Outcome, Actions, Timeframe:* **Ongoing**

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:* **Review of search Policy** P-1138:

*Discussion:*  Regional Director reviewed and supplies copies of the policy to all staff who were present.

*Outcome, Actions, Timeframe:* **Ongoing**

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

*1. Sub-topic:* **Residential Counselor’s Report**

*Discussion:* Grievance Reporting: LaToya Robinson, Residential Counselor reviewed the proper procedures concerning Grievance Reporting.

*Outcome, Actions, Timeframe:* **Ongoing**

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:*

*Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **Receipt of Medications:**

*Discussion:* When a medication is received from a parent at the shelter, staff is required to count the medication in front of the parent and immediately document in the logbook and file, the time that medication was received, the medication name, and dosage, call to the pharmacist/ RN for medication verification, and entry into the MAR. Medication should not be left in the cabinet without proper documentation of receipts of the medication.

*Outcome, Actions, Timeframe:* **Ongoing**

B. Counseling and Programming Issues

*1. Sub-topic:* **SeniorYouth Care Worker’s Report**

*Discussion:* a. Monica Heinecker discussed the proper requirements for storage of belts and crochet items. No belts or crochet items should be allowed in the bedrooms. b. Monica reviewed rules for participant usage of the television remote. In that, staff is not to allow Participants to use the remote, DVD, or touch the television. c. Monica reminded staff that coverage is needed for the May schedule. D. Monica reported that the Easter celebration turned out to be a success with the participants.

*Outcome, Actions, Timeframe:* **Ongoing**

2**.** *Sub-topic:* **Facebook Review:**

*Discussion:* Regional Director provided copies of the Participant’s Facebooks for staff to review. Regional Director reviewed the areas of how to correctly implement points, conducting role-plays and suspension/ no privileges rules.

*3. Sub-topic:* **Review of Snack & Distribution of Food concerns:**

*Discussion:* Regional Director reviewed the snack rules. Regional Director also reminded staff that when participant are issued food items, Staff is responsible for fixing the food, drinks, and issuing condiments to participants. Participants should not be allowed to stand and line to prepare their own condiments. This is the Staff’s responsibility.

*Outcome, Actions, Timeframe:*  **Ongoing**

4. *Sub-topic:* **Screening/ Referrals:**

*Discussion:* Staff is not allowed to give a parent a Screening/Referral to take home with them to complete. Staff is to complete the screening/ report immediately if a parent reports to the shelter or if a parent calls, it should be completed immediately over the phone. Please do not tell a parent to call back to complete a screening.

*Outcome, Actions, Timeframe:* **Ongoing**

5. *Sub-topic:* **RN’s Report**

*Discussion:* Heather McVey, RN reported that she is reviewing the MAR’s, Participant files, and Logbooks, so watch out for sticky notes with your name on it for missing documentation or documentation is needing corrections.

*Outcome, Actions, Timeframe:* **Ongoing**

**6.** *Sub-topic:* House Manger’s Report

*Discussion:* a. Kiesha Bryant, House Manager discussed with staff the proper way to clean the Refrigerators/ Freezer b. Kiesha discussed proper Defrosting of Meat/ Food c. Kiesha discussed to looked out for changes of Menu Plans in reference to upcoming events, such as the Summer Enhancement Program.

*Outcome, Actions, Timeframe:* **Ongoing**

**VII. Other Business:**

*1. Sub-topic:* **Shine Reports**

*Discussion:* Employee were acknowledged by the Regional Director on the “You Shine” reports for this month. Please remember to submit Shine Reports during the month to recognize the positive work that your co-workers and staff members who are “shining” every day.

*Outcome, Actions, Timeframe:* **Ongoing**

*2. Sub-topic:* **Employee of the month**

*Discussion:* Congratulations to Gary Melendez for being voted Employee of the Month for March. Staff voted for Melanie Soldevilla, Outreach & Safe Specialist/YCW for the month of April.

*Outcome, Actions, Timeframe:* **Ongoing**

*3.* *Sub-topic:* **Words of Encouragements**

*Discussion:* April quote: “Approach life with a fresh perspective, and let spirit rejuvenate like the spring season. Follow your passions and find joy daily tasks.”

*Outcome, Actions, Timeframe:* **Ongoing**

Respectfully submitted by: Karen Bethel 4/24/2025

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| Angela D. Williams |  | 04/25/2025 |

Regional Director’s Signature Date