**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 04/25/2024

Time: 9:00 am & 4:00pm

Location: IYP-East

Date of Next Meeting: 05/30/2024

Attendance: Alex, Joy, Cherelle, Monica, LaToya, Karen, Angela, Errol, Gary, Gabrielle, Dayshana, Val, Lytinia,

Absent: Krystal, Izel

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

*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:*

*2.* *Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

***2*.** *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:

A. External Inspections

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

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

**2.** *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:* **Review of Policy P-1122-**

*Discussion:* Leisure and Education Activities Program. Staff members are preparing for our summer Program, there will be several activities and outings scheduled throughout the summer. If you know of any children and/ or families who can benefit from our summer program, please share.

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

2. *Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

3 *Sub-topic:*

*Discussion:* No discussion

4. *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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*3. Sub-topic:*

# 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:*

*2. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1.* *Sub-topic:* **Facebook Reminder**

*Discussion:* Please remember to input the participant’s points in the Facebook for each shift and also write in the chosen role plays daily.

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

2. *Sub-topic:* YCW Actions when Participants are in conflicts

*Discussion:* Please remember when participants are argumentative and in verbal conflict that the house needs to be separated, which means boy’s in the boy’s dayroom and the girl’s in the girl’s dayroom. They are allowed to eat and do group counseling sessions together however, even during activity time they can be separated.

*Outcome, Actions, Timeframe:*

*3.**Sub-topic:* **Shift Notes**

*Discussion:* Please make a staff Notes in the participant’s file by the end of each shift. This is to notate the participant’s behaviors during your shift. It is helpful when LaToya and the Residential Supervisor are reviewing the files during Case staffing and for the determination of Achievement level. Also, if a Participant notifies staff of a conflict with another participant, please note that in the file, so that staff are aware of it.

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

*4. Sub-topic:* **Ring Phone during dayshift**

*Discussion:* If the phone continues to ring, please try to answer the phone, due to Karen may be on another call or may have stepped away.

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

*5. Sub-topic:* **Unknown Bicycle on Property**

*Discussion:* There has been a bicycle located on IYP property. Participants have noticed it, as well. Do any staff members know who this bicycle may belong to? If not, it may need to be moved from our property, so that the participants do not have access to it.

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

*6. Sub-topic:* **YCW Hiring Update**

*Discussion:* We are still in need of Youth Care Worker Staff for the Weekend Shifts of 8 am-4 pm and 4 pm-12 am on Saturdays and Sundays. If you know of anyone who is able to work these shifts, please share and ask them to apply. Please notify them that the agency does a stringent background check.

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

**VII. Other Business:**

*1. Sub-topic:* **IYP- Team**

*Discussion:* Thank you for all your hard work that you give to this IYP-East shelter. Your dedication is appreciated “Work Hard, be kind, and amazing things will happen.”

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

*2*. *Sub-topic:* **Welcome to IYP-East**

*Discussion:* We welcome the newest team member, Melanie Soldevilla, Safe Place Specialist. We are glad to have you join us!

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

Respectfully submitted by: Karen Bethel Date: 4/01/2024

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| Approved: |  |  |
| Angela D. Williams, M.S./Residential Supervisor |  | 5/6/2024 |

Name Date