Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 04/28/2022

Time: 9:00 am

Location: IYP-EAST

Date of Next Meeting: 05/30/2022

Attendance: Joy, Val, Cindy, Monica, Freddie, Julie, Karen, Alex, Errol, LaToya, Gary, Cherelle, Wendy, Izel, Trinity,

Absent: Pat, Marianna, Bridgett, Antonio, Thomas, LyTinia,

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

 *Discussion:*

  *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-***Trainings**

 *Discussion:*  See Alex, if you have questions about where you are with your training. Follow the posted signs in the control room to stay on top of the correct trainings. I will provide you all copy of where you are. We are coming towards the end of the year for training. Please ensure you catch up if you are behind and a BIG thanks to allow those who are finished or up to date.

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

*2. Sub-* **Staffing Coverage**

 *Discussion:* Arrive on time for your shift and preferably a few minutes early in order to receive proper pass-down. We have recently been having issues with staff being habitually late to shift. We also need coverage for the upcoming month. Please see me or Mrs.Wendy in regards to coverage.

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

*3.**Sub***-**

 *Discussion***:**

 *Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2.* *Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# II. Health and Safety:

A. External Inspections

*1. Sub-topic:*

 *Discussion:*

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

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

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:*

 *Discussion*:

 *Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

 *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:*

 *Outcome, Actions, Timeframe:*

F. Planning Documents (reports, status of goals and objectives, reformulation)

*1. Sub-topic:*

 *Discussion*:

 *Outcome, Actions, Timeframe:*

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:*

 *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:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

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

 *Discussion:* Anyone (shelter staff) answering the phone can complete a screening. When completing a screening ensure that adequate information is gathered and a progress note is written. There are FAKE calls being conducted. Also, you have 30 minutes to get back with the parent with a decision.

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

*2.* *Sub-topic:* **DV referrals**

 *Discussion:* You MUST call AND get ahold of a Supervisor to review ANY DV screening. Just like other referrals/ screenings, you cannot deny without talking to a Supervisor, also just because law enforcement brings a child does mean they are DV.

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

*3.* *Sub-topic:*  **Cell Phone Usage**

 *Discussion:* YCW’s supervising Pxs should NEVER be on their personal cell phones. This is becoming too much of an issue and it interferes with proper and safe supervision pf Px’s.

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

*4.* *Sub-topic:* **Program Update**

 *Discussion:* We just had QI review and did fairly well. Thank you for all your hard work. We have 1 female YCW in the background screening process. We are looking for at least a couple more.

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

*5. Sub-topic:* **Logbook**

 *Discussion:* Ensure you are highlighting all required entries. Also, remember to complete the shift leader assignment every shift and document that it was completed. DO NOT write anything in the logbook before. It has completed. Late entries are not desired but will occur if another staff has the logbook. Log entries when they ACTUALLY occur, not when you THINK they occur.

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

*6. Sub-topic:* **Time off**

 *Discussion:* Procedures discussed. Request forms must be submitted for all days due to staff shortages to ensure proper coverage. You must find coverage prior to asking for the time off.

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

*7. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*8.**Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*9. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*10. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

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

 *Discussion*: All comments left on the Shine Board have been acknowledged

 *Outcome, Actions, Timeframe:* **All congratulated on a job well done.**

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

 *Discussion:* Congratulations! Valerie Blye, on a job well done.

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

Respectfully submitted by:

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| --- | --- | --- |
| Karen Bethel |  | 04/29/2022 |

 Name Date

Approved:

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Name Date