**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 05/23/2024

Time: 9:00 am & 4:00pm

Location: IYP-East

Date of Next Meeting: 06/27/2024

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

Absent: Krystal, Alex, Izel, Gabrielle,

 **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:* **Policy Review**

 *Discussion:* Review of Policy P-1149- Program Logbook. All staff present were given copies of the policy to review.

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

2. *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:* **Service Tally and Role Play Reminder**

 *Discussion:* During total up time, please remember to input the participant’s points in the service Tally logbook daily, so that the points can be computed accurately each day. Please remember to document the completion of the role plays each day. This is the Youth Care Workers responsibility to ensure that the role plays are completed, and you are to place your initial in the Facebook.

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

2. *Sub-topic:* **YCW Reminder**

 *Discussion: P*lease ensure the recreational Door outside is always locked each day before re-entering the shelter after Large Muscle Activity (LMA)*.* Please remember to document in the logbook which Supervisor or Director you contacted for approval of single transport and remember to highlight your documentation in yellow. Also, do not forget to call the shelter and inform the staff that you have dropped the single transport child off at the school or bus stop. Also, whoever at the shelter takes the call must document it in the logbook. Please remember to highlight your formal and informal counts in yellow and your shift reviews in orange.

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

*3.**Sub-topic:* **Screening /Referral Reminders**

 *Discussion:* Please complete the entire Screening /Referral form, include the COVID question and Information checklist, which should also be checked, prior to placing in the Supervisor’s box for review. I must sign acknowledging that the form was reviewed and complete, so please complete the entire form.

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

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

 *Discussion:* We have begun interviewing for 3 Youth Care Worker positions to cover the day and evening shifts on the weekends, as well as a Youth Care Worker responsible for day and afternoon school transports, as well as covering shifts,

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

*5. Sub-topic:* **Review of the June work Schedule and file completion**

 *Discussion:* Please review the mock schedule for June and fill in any openings available to work. There are openings for the 12 am-8 am shift that must be filled on Sunday, 6/9th and a 4:00 pm-12 am evening shift open on Sunday, 6/30th. Per Cindy Starling, COO when shifts are left open, the shifts are covered on a rotating schedule between 1. Monica, 2. Angela, and 3. Alex in that order. We are to meet and discuss the open shifts for coverage, in that order. When a staff member is out sick, if the shift is not voluntarily covered by a Youth Care Worker, then the open shift should be covered by the Supervisor On-call for that week. Also, review the closed files for corrections and/ or needed signatures prior to leaving staff meeting.

 *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:* **Employee of the month**

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

 *Outcome, Actions, Timeframe:* **For the Month of May**

*3*. *Sub-topic:* **Congratulations Message**

 *Discussion:* Congratulations to the IYP-East Team for all of your hard work. We successfully passed all or our audits, including QI, DCF, and CARF. On yesterday, 5/22nd, we also had visit from a DJJ Prevention Personnel, who was also impressed with what we are doing within our shelter. Continue to keep up the great work and always remain “Audit ready.”

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

Respectfully submitted by: Karen Bethel Date: 6/4/2024

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| Approved: |  |  |
| Angela D. Williams, M.S./Residential Supervisor  |  | 6/4/2024 |

 Name Date