**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 06/27/2024

Time: 9:00 am & 4:00pm

Location: IYP-East

Date of Next Meeting: 06/25/2024

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

Dayshana, Val, Lytinia, Bessie, Nichelle, Cynthia, Sabriena, Melanie

Absent: Krystal, Izel

**I. Business Operations:**

# A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

 *Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

# B. Marketing and Business Development

*1. Sub-topic:* **Annual Celebration**

 *Discussion:* The Annual Celebration this year will be at the 1908 Grand building in Gainesville, FL on TH, 11/14th, 6:00pm- 8:00pm

 *Outcome, Actions, Timeframe:* **On Going**

# C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

# D. Human Resource Issues (Staffing and Training)

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

 D*iscussion:* There will be an increased emphasis on limiting overtime costs for all programs and administration.

  *Outcome, Actions, Timeframe:* **On Going**

1. *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:* **Director’s****Budget/ Cost Savings**

 *Discussion:* Try to cut costs in color copying. Staff please limit color copying. *Outcome, Actions, Timeframe:* **On Going**

**II. Health and Safety:**

# A. External Inspections

1. *Sub-topic****:* Vehicle maintenance and emergency procedures**

 *Discussion:* Please continue to make sure that we keep maintenance of our Shelter’s vehicles. Personal vehicles that are used to transport participants must have the emergency procedures in your car, as well as, in our vans. Also carry the appropriate items (fire extinguisher, first aid kit, & emergency procedures) in your personal vehicle when transporting participants. Confidential files must be in a locked case and labeled confidential.

 *Outcome, Actions, Timeframe:* **On Going**

1. *Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Safety and Maintenance Inspection Semi- Annual Review:**

 *Discussion:* This review is conducted in July. The residential Supervisor will be asking one staff member on each shift (midnight, day, and evening) to complete this review. Thank you in advance.

 *Outcome, Actions, Timeframe:* **On Going**

# 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:* **QI Results for the Fiscal Year 23-24:**

 *Discussion:* All Shelters received all satisfactory. Nice job everyone and thank you for your hard work.

 *Outcome, Actions, Timeframe:* **On Going**

1. *Sub-topic:* **Productivity Report and Performance Measures:**

 *Discussion:* We’re really low in Family Action intakes, in reference to all three (3) shelters combined. Try to increase productivity levels. Please open more cases and have more than the typical six (6) each month. Also, counselors and data entry personnel need to input data entries in a timely manner. Also, remember it should be entered as “Completed with Referral” instead of Completed with Aftercare, etc.”

 *Outcome, Actions, Timeframe:* **On Going**

B. Outcome Management (status, reports, recommendations)

 *1. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

# C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **EMT/CINS/FINS Notes from 6/17th**

 *Discussion:* The CARF Accreditation is due to the incredibly hard work of you and each of your Teams- both in terms of the arduous preparation for the survey itself, but perhaps most importantly in terms of the superior work you all do every day with the children, youth, families, and community we serve,

 *Outcome, Actions, Timeframe:* **Per Phil Kabler, CEO he stated, “Cindy and I are delighted to inform you that CDS was awarded a CARF three-Year Accreditation through April 30, 2027!”**

# D. Policy and Procedure Updates and/or Review

1. *Sub-topic:* **Strategic Plan**

 *Discussion:* CDS’s Programs Strategic Exercise Summary Report was submitted to the COO, Cindy Starling by the Residential Supervisor on Wednesday, 6/19th. Thank you for participating in completing the survey, as asked.

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

1. *Sub-topic:* **Review of Policy**

 *Discussion:* P-1126 Participant / staff interactions & Interventions, The policy was reviewed and staff were given a copy of the policy.

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

3. *Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

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**

1. Risk Management Plan (exposure to loss)
2. *1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

1. 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:*

1. *Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

# B. Counseling and Programming Issues

1. *Sub-topic:* **Staff Reminders**

 *Discussion:* Please report to work on time and be prepared to promptly relieve the current staff member, so that they can end their shift.

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

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

 *Discussion:*  Please remember to document the participant’s points by the end of your shift. Also, remember to document the role-plays that each participants completed and sign your initials. Examples of Facebook documents were reviewed that were incomplete. Also, the 8:30 pm staff should also document the participant points on the service Tally Sheet daily. This ensures that the points are correctly calculated each day.

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

1. *Sub-topic:* **Return Departure Log**

 *Discussion:* When participants depart and return from the shelter, please remember to document in the departure/ return logbook.

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

1. *Sub-topic:* **Visitors Log**

 *Discussion:* Whenparticipants have visitors visit the shelter, please remember to verify who is visiting by using the approved contact list (verify by using their ID or by personal knowledge). Document their entry in the shelter and departure in the logbook.

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

1. *Sub-topic:* **Phone calls**

 *Discussion:* During phone call time, staff please remember to call the number listed from the approved contact list, ensure that the person who is answering the phone, is the approved contact person, then you hand the telephone to the participant. Please do not allow the participant to tell you the number to call or dial the number themselves.

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

1. *Sub-topic*: **Kitchen/Cleaning Updates, Intake Training, Medication Report**

 *Discussion:*  Report given by Monica Heinecker, Senior YCW

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

 **VII. Other Business:**

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

 *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**

1. *Sub-topic:* **New Hires**

 *Discussion:* We welcome Bessie Davis and Nichelle Hall as our Newest Youth Care Workers on our IYP-East team. Currently, we are pending approval for a Nursing staff member and a part-time Youth Care Worker. Team work is the dream work.

 *Outcome, Actions, Timeframe:*  **On going**

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

 *Discussion:* Izel Session, on a job well done.

 *Outcome, Actions, Timeframe:* **For the month of June**

Respectfully submitted by: Karen Bethel Date: 06/27/2024

Approved:

 Angela D. Williams, M.S./Residential Supervisor 06/27/2024

 Name Date