Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 06/30/2022

Time: 9:00 am

Location: IYP-EAST

Date of Next Meeting: 07/30/2022

Attendance: Joy, Monica, Freddie, Karen, Alex, Errol, Gary, Cherelle, Izel, Lytinia, Trinity

Absent: Marianna, Val, Julie, LaToya, Pat, Bridgett, Antonio

**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-***Training**

*Discussion:*  We are at the end of the training year. Please ensure that you have complete all of your trainings by today.

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

*2. Sub-* **Shift Coverage**

*Discussion:* Be mindful of us being short-staffed, especially when asking for time off. Please find coverage before taking time off, especially for an extended amount of time. And the supervisor must be notified when taking time off.

*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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*2.* *Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*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 of Px’s. Px’s should be closely monitored at ALL times, inside and outside. Px’s should not be on the other side of the building where they cannot be seen clearly by staff.

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

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

*Discussion:* We are still looking for at least a couple more. YCWS to hire. Please refer qualified and ready–to-work applicants.

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

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

*Discussion:* Ensure you are completing your shift reviews each shift. Document activities as they occur. DO NOT write notes/ shift summary etc. before the shift ends. This is falsification of documentation Document clearly when a Px enters and leaves shelter, which should only occur with supervisor approval.

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

*6. Sub-topic:* **Shelter Rules**

*Discussion:* Pxs are to NEVER touch ANY electronic equipment (remotes, tvs, x box, lights etc.,) Only staff are allowed to use equipment. Pxs cannot choose what they watch on tv, there are only a few channels they can watch due to inappropriate material, and tv is not to be used as a babysitter, tv is only watched during free time but other activities should be encouraged.

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

*7. Sub-topic:* **Shelter Schedule**

*Discussion:* Please follow the schedule and complete all activities assigned at the correct times. Follow wake up and betimes schedule. These are in place for a reason and if not followed, it interferes with other activities. Pxs are only allowed in the bedroom at night if they are ready for bed.

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

*8.**Sub-topic:* **Achievement**

*Discussion:* When Pxs are on Achievement they must first be approved before an outing. Also, if they purchase 3 additional hours it must be documented in the achievement bank log. Pxs will not go on 6 hours outings every week. Pxs NOT on achievement do not go on outings.

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

*9. Sub-topic:* **Shift Protocols**

*Discussion:* Staff are supposed to wash the pots and pans, not Pxs. There is a pot scrubber to assist with this task.

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

*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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Karen Bethel |  | 07/01/2022 |

Name Date

Approved:

Alex Culbreth 7/1/2022

Name Date