Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 07/28/2022

Time: 9:00 am

Location: IYP-EAST

Date of Next Meeting: 08/30/2022

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

Absent: Pat, Antonio, Marianna

**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 now at the beginning of the training year. Please ensure that you have completed all of your trainings for the month. If you cannot log in to a system let Mrs. Karen Bethel know ASAP! The training are posted for the whole year. No excuses for not knowing what trainings are due when.

 *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 or when switching shifts. We have many shifts open still for August. Please get with Ms. Monica or myself to cover shifts.

 *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 that you are completing documentation in a timely manner and only AS it occurs, not before. Things can change rapidly in shelter so NEVER write something before it occurs, that is falsification of documentation. Never leaves blanks in the files. If someone misses entry an entry put yours as the very next entry.

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

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

 *Discussion:* Please follow the schedule and complete all activates assigned at the correct times. Follow wake up and bedtime’s schedules. These are in place for a reason and if not followed, interfere with other activities.

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

*7. Sub-topic:* **Computer Usage**

 *Discussion:* Staff should NEVER be on the computer other than completing trainings or conducting bed checks. Staff should NEVER be on social media while on shift! I will have IT pull a report to see what sites what staff have been on and there will be a corrective action.

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

*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:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Karen Bethel |  | 07/28/2022 |

 Name Date

Approved:

Name Date

Alex Culbreth 07/28/2022