**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 09/29/2023

Time: 9:00 am

Location: IYP-East

Date of Next Meeting: 09/30/2023

Attendance: Alex, Joy, Gary, Veronica, Gabrielle, Karen, Cherelle, Lytinia, Monica, LaToya

Absent: Pat, Izel, Val, Errol, Dayshana

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*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:* **Training**

*Discussion:* Please ensure all training are completed for the month. If you cannot log into a system let Mrs. Karen know ASAP!

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

*2. Sub-topic:* **Shift Coverage/ Time off**

*Discussion:* Please find coverage before taking time off, especially for an extended of time. No overtime is allowed unless approved PRIOR to by your immediate supervisor. All staff are expected to complete all tasks of the shift that they are covering. We are working toward a permanent schedule. Please review the schedule I sent out so you can see the open shifts.

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

E. Annual Budget Planning and Process

*1. Sub-topic:* **Compensation**

*Discussion:* Change In pay rates for staff will take effect effective 10/1/23. Please inspect your paystubs carefully.

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

# II. Health and Safety:

A. External Inspections

*1. Sub-topic****:* Screening& Security**

*Discussion:* ALL doors must remain locked at all times. Ensure

*Discussion:* ALL doors must remain locked at all times. Ensure that you never leave youth in a room alone and that you can always see them effectively, in person, not through the camera. When boys are taking a shower, the staff with them will take all the males in the kitchen with an activity to complete until all boys have showered in order to provide adequate supervision. Sleeping

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

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:*

*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:* **FL NETWORK** **FY 23-24 Policy Changes**

*Discussion:* These will be reviewed individually with the relevant staff

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

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:* Strategic Plan

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* Accessibility Plan

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* Cultural Competence Plan

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* Input Plan

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* Community Relations plan

*Discussion:*  No discussion

# *Outcome, Actions, Timeframe:*

# 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:* **Medication**

*Discussion:* EVERY YCW is trained on how to dispense meds out of the Pyxis now. Meds need to be counted every time prior to giving them. Do not rely on the previous count. If you think somethings is off, stop and call for clarification. ALWAYS follow the rights prior to giving meds. They are located across the top of the MAR and now I have posted a note right in front of the Pyxis listing ALL the rights. Anytime a new med/ refill comes in notify Monica. The staff that accepts the meds needs to create the MAR.

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

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1.* *Sub-topic:* **Program Updates**

*Discussion:* We have one new part-time YCW currently in background

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

2. *Sub-topic:* **Screenings**

*Discussion:* If an agency calls, DCF Partnership, etc., any agency, please just give them my email address will not speak with them without having read a screening first. DCF screening are different than our regular screenings. Before completing a screening, ensure that it is a family calling, not an agency.

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

*3. Sub-topic:* **Shelter Procedures**

*Discussion:* We are returning to sanitizingeach shift. Ensure that youth are washing their hands multiple times a day and using hand sanitizer. Also, the shift leader for the shift needs to ensure that all commonly used surfaces have been wiped with Clorox wipes and door knobs have been wiped with a Clorox wipes. If a child is presenting symptoms of being sick, act immediately and take a temp. All relevant entries must be highlighted. I will start putting stickies’ for you to highlight your own entries. Do not forgot to complete 3 shifts reviews each shift you work. This is still NOT occurring on a consistent basis,

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

*5.**Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

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

*Discussion:* You all shine!!

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

Respectfully submitted by: Karen Bethel Date: 10/02/2023

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| Approved: |  |  |
| Alex Culbreth |  | 10/2/23 |

Name Date