**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 10/26/2023

Time: 9:00 am

Location: IYP-East

Date of Next Meeting: 10/30/2023

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

Absent: Pat, Val, Errol,

**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 see Mrs. Karen ASAP!

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

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

*Discussion:* We are working toward a permanent schedule. Please review the schedule I sent out so you can see the open shifts and cover them. We have enough people now to cover ALL shifts.

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

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****:* 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. After Pxs complete showers they are not to be together unless in their normal/daily clothing, they cannot be together in Pajamas

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

*4.**Sub-topic:* **Monica’s Ideas**

*Discussion:* Monica would like to start implementing a movie night on Fridays for the Pxs that have behaved throughout the week. Additionally, to further encourage the Pxs she would like to have shout out board for them as well as staff. She would also like to go back to rewarding the staff with having the opportunity to win a raffle for their in –person attendance at the staff meetings.

*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:* 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:* **Contraband**

*Discussion:*  Training on contraband searches and what to look for and search procedures

*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:*

*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 expected to give meds. Document that there are no controlled meds in home when there are none to count.

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

*2. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

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

*Discussion:* We have one new part-time YCW. Please greet Ms. Nichelle

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

2. *Sub-topic:* **Staff Interaction**

*Discussion:* Staff should maintain professional boundaries with youth at all times. All Staff must follow all rules on the shift and ensure that Px’s do as well. Staff should not be friends with the kids but maintain a professional relationships with all youth and be consistent across shifts.

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

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

*Discussion:* All relevant entries must be highlighted. I will start putting stickie’s for you to highlight your own entries. Do not forget to complete 3 shift reviews each shift you work and shift leader assignments This is still NOT occurring on consistent basis. Ensure that all tasks are completed for each shift every time you work. Proper cleaning procedures are not being followed despite people signing off on the sheet. There will be a new and separate bin for cleaning cloths to keep them separate from other clothing and to mitigate the Pxs putting them in with the clothes and bleaching clothes.

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

*5.**Sub-topic:*

*Discussion:* No 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**.

*2*. *Sub-topic:* **New Employee**

*Discussion:* Let’s welcome our new Youth Care Worker **Nichelle Hall** Hired on 10/10/2023

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

Respectfully submitted by: Karen Bethel Date: 10/30/2023

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| Approved: |  |  |
| Alex Culbreth |  | 10/30/23 |

Name Date