Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 10/28/2022

Time: 9:00 am

Location: IYP-EAST

Date of Next Meeting: 11/29/2022

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

Absent: Marianna, Pat

**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-topic:* **Training**

*Discussion:*  As always, 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 trainings are posted for the whole year. No excuses for not knowing what trainings are due when. Any staff needing training on Intakes/Dispositions, etc. must see Monica. Every YCW has the same expectations of completion of shift tasks. If anyone needs training on timesheet please get with Mrs. Karen. **The next occurrence of missing training will get a Corrective action. I have already started to give out corrective actions for this.**

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

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

*Discussion:* We are still looking to hire a couple part time YCW’s .We have 1 that should be in background very soon. Please refer anyone you know that may be interested and qualified.

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

*3. Sub-topic:* **Shift procedures**

*Discussion:* Come to work on time and leave on time, not before your shift ends unless approval from Supervisor on that shift. Follow the posted schedule. Midnight shift should get children up prior to 8 am on weekends and holidays so that am does not have to complete all tasks like getting the kids up, chores, and making breakfast. Midnight shift should also ensure that all shift tasks are completed (Cleaning, Documentation, etc.) this has been an area that has been lacking, as evidenced by coming into the shelter at 8 am and seeing things still dirty and trash cans not emptied. Every person, every shift should complete a previous 3 shift review and document in the logbook that you completed it. Also, ensure that you complete ALL your documentation for a shift and end the shift at the appropriate time, ensure that all applicable entries are highlighted as needed. I have been noticing a lot of entries not highlighted. Prior to you exiting the shelter you should check to ensure that all of your documentation is complete. Do not ever leave spaces in the files. If someone missed something it can be a late entry.

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

*5.**Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:* **Agency Budget**

*Discussion:* We are under a tighter budget due to various reasons and therefore we are altering some procedures regarding purchases and procedure involved in purchasing items. All PO’s must be itemized and regarding purchases and procedures involved in purchasing items. All POs must be itemized and reviewed by Director/ COO before approval. The Director will be CC’d on all business matters regarding shelter. Also, due to budgetary constraints, schedules/shift coverage may need to change for some staff. Also, overtime is not permitted and you must leave at your scheduled time unless your coverage has not arrived. Also, the directors now have to report any overtime that is occurring when it reaches 15 hours a pay period for the whole program. That being said, I need more people to step up and cover other shifts. We cannot continue to have the same couple people covering shifts. We are a team and we need to become more unified and work together.

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

*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:* **Cell Phone Usage**

*Discussion:*  YCWs supervising Pxs should NEVER be on their personal cell phones. This is still too much of an issue and it interferes with proper and safe supervision of Pxs. There are now signs posted regarding this restricted activity and **Corrective Actions will soon be given**. Pxs should be closely monitored at ALL times, inside and outside.

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

*2. 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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*4. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*  **Employee Of the month**

*Discussion*:

*Outcome, Actions, Timeframe:* **Month of October**

*2.**Sub-topic:* **Shine Board**

*Discussion:* All comments left on shine board were acknowledged

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

Respectfully submitted by:

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| --- | --- | --- |
| Karen Bethel |  | 10/28/2022 |

Name Date

Approved:

Alex Culbreth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10/05/2022 Name Date