**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **smiypnw13124**

Date: **January 31, 2024**

Time: **9:00AM**

Location: **IYP-NW**

Date of Next Meeting: **2/29/2024**

Attendance: Brandi B., Roslyn C., Walter D., Kathy H., Josie J., Wanda J., Ralph M., Sharon M., Tonda N., Bethany S.,

Absent: Shalay C., Keren G., Carlton J., Bessie S., Daphena W., Sabriena W.

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:*  No 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:* **Leave Forms – Brandi B., Residential Supervisor**

*Discussion:*  All staff must complete the required Leave Request when requesting time off. Staff must complete their Leave Request at least 2 weeks before the day(s) requesting off. These leave request need to be given to Brandi or put in her door box as soon as possible. Any request for February time off need to be completed and handed in today.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:*  **Staff Schedules – Consistency/Subject to change/fill – INS – Brandi B., Residential Supervisor**

*Discussion:*  You need to keep your eyes on the staff schedules they are subject to change at any time you may be added to other shifts you normally don’t work so be sure to check it out frequently. If you need to call out, we need to use Part-time and PRN staff first before Full-time staff.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **On-Call Procedures – Brandi B., Residential Supervisor**

*Discussion:*  Sabriena W., Regional Director is on call Monday through Friday and my self is on call Saturday through Sunday.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Recruitment for Youth Care Workers – Brandi B., Residential Supervisor**

*Discussion:*  We are looking for 3 Part-time Youth Care Workers, if you know of anyone interested please let us know. We also have signs out front of the building.

# *Outcome, Actions, Timeframe:*

*5. Sub-topic:* **Intakes/Intake Training – Brandi B., Residential Supervisor**

*Discussion:*  If you need more training on intakes or refresher training schedule time with Wanda – Senior Youth Care Worker. Everyone has to do intakes; this is a part of your job. The more you complete them the easier it will be the next time.

# *Outcome, Actions, Timeframe:*

*6. Sub-topic:* **Training – HIGH ALERT!** **Walter D., Administrative Assistant**

*Discussion:*  I have emailed each staff their training spreadsheets and ALL trainings highlighted in Orange needs to be completed. See me if you have any questions.

# *Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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:* **QI Prep – Sabriena W, Regional Director**

*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:* **Residential Registered Nurse Observations – Kathy H.**

*Discussion:*  **Medication Refresher/Update discussion** – Pyxis you have to log in to access the system, and log out when you are done. The system is NOT keeping accurate Medication Counts, since the change of systems. The count we are doing manually is correct in the book. DO NOT change amount in the machine, it throws the entire system off. I will also be doing Pyxis/Medication Management refreshers with each direct care staff.

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Regional Director Observations – Sabriena W, Regional Director**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Residential Supervisor Introduction – Sabriena W, Regional Director**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Supervision – Runaways and Procedures for calling parents – Brandi B., Residential Supervisor**

*Discussion:*  You need to keep a close eye on your participants ALL the time, also be in ear shot of them so you can hear them as well as see them. If a child runs, call Law Enforcement- report the runaways, call the parents and your supervisor. Write an UIR and give to your supervisor/put in their door box. A supervisor’s signature has to be on the form before it is sent to the COO.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Staff Interactions** **– Brandi B., Residential Supervisor**

*Discussion:*  You need to be more involved with the children, in doing so you keep down the issues of negative behavior and you know what the children are doing.

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* **Drills – Brandi B., Residential Supervisor**

*Discussion:*  Make sure all drills are completed and documented on the correct forms and in the log book as needed and highlighted.

# *Outcome, Actions, Timeframe:*

*6. Sub-topic:* **Logbooks – Brandi B., Residential Supervisor**

*Discussion:*  You must complete all entries in the log book, movement of participants, activities, drills etc. and highlight entries as appropriate.

# *Outcome, Actions, Timeframe:*

*7. Sub-topic:* **Screenings (Completed)** **– Brandi B., Residential Supervisor**

*Discussion:*  When doing a screening, the entire document has to be filled out completely otherwise Walter cannot enter them into the systems. He has 3 days to enter the data in order to be in compliance. You also need to complete the screening when the call comes in or if they are done in person.

# *Outcome, Actions, Timeframe:*

*8. Sub-topic:* **Cellphones on the floor** **– Brandi B., Residential Supervisor**

*Discussion:*  There are to be NO cell phones on the floor! No excuses! (Write-ups are now being initiated). Document Everything! There are NO personal relationships with participants they are all to be treated the same, there are no favorites.

# *Outcome, Actions, Timeframe:*

*9. Sub-topic:* **Documentation** **– Brandi B., Residential Supervisor**

*Discussion:*  Document all interactions with youth – document behaviors and any issues that are going on with the child/children.

# *Outcome, Actions, Timeframe:*

*10. Sub-topic:* **Senior Youth Care Worker Observations – Wanda J.**

*Discussion:*  After all meals clean the kitchen, wash the dishes and put them away correctly/neatly, sweep and mop the floor if needed clean and wipe down the stove, counter tops etc. Clean the participant clothes closet, and do not let children in this Staff Only room. Make sure ALL bathrooms are cleaned, check behind the children to assure that they are cleaned properly. Shampoo/body wash need to be put into portions control cups. No using the Employee bathroom or the front bathroom by participants.

# *Outcome, Actions, Timeframe:*

*11. Sub-topic:* **Residential Counselor Observations – Tonda N.**

*Discussion:*  No discussion

# *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Staff Concerns**

*Discussion:*  Staff stated that Parent/Guardian Visits need to be limited and during certain hours and preferably not when the program is being disrupted. Participants are being more defiant and disruptive when they are told they are going home/ their stay with the program is coming to an end.

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Sabriena M. Williams |  | 1/31/2024 |

Name Date