**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **Staff Meeting**

Date: **April 13, 2023**

Time: **9:00 AM**

Location: **IYP-NW**

Date of Next Meeting: **TBA**

Attendance: Roslyn C., Kathy H., Josie J., Carlton J., Katelyn J., Wanda J., Ralph M., Sharon M., Tonda N., Bethany S., Daphena W., Sabriena W.

Absent: Shaly C., Walter D., Bessie S., Sherrie Ann 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:* **Training (Job well done) – Sabriena W., Regional Director**

*Discussion:*  Thank you so much for knocking out the past 2 mandatory trainings it is much appreciated.

*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:* **Q.I. Review – Sabriena W., Regional Director**

*Discussion:*  We got our notice for our Q.I. it is April 19th & 20th. Please continue to help us get ready for our review. If your asked to do something that you may not normally do, please help out and if you have questions ask. Thank you in advance for all you do!

*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:* **Cell Phones**

*Discussion:*  You are not to have your cell phones on the floor. If you are seen on camera with your cell phone in your hand it will show that you are not supervising the participants which is your job. If you have to use your phone or make a call. Please excuse yourself off the floor and let your shift partner what you’re doing and return right back to the floor. We do have a policy on cell phones.

*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:* **Staff Concerns**

*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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

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

*Discussion:*  It is the responsibility of the shift leader to ensure that the appropriate type of supervision of participants is maintained.

It is the primary responsibility of youth care workers to provide direct participant supervision. Video surveillance is not an acceptable alternative to direct sight and sound supervision. All other routine tasks are secondary to the priority of supervising youth.

When the situation warrants any and all staff available should be prepared and are expected to assist with the supervision of participants. All staff on duty are expected to be alert at all times.

There will be occasions when one-on-one supervision is required to assure participant safety or maintain control of the environment. It is critical that all youth care workers on duty should maintain diligent contact with their shift partners regarding their whereabouts and activities. This is required to ensure a maximum and immediate response to an emergency.

When the situation warrants, the shift leader is expected to use the on-call systems, contact supervisors and/or contact off duty staff to increase the ratio of staff to participants for supervision purposes.

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **On-Call Status – Sabriena W., Regional Director**

*Discussion:*  The On-call system has changed. I am on call Monday – Friday and Walter and Wanda are alternating weekends. Please be aware of who is on call as it is posted on your work schedules.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Supply List – Sabriena W., Regional Director**

*Discussion:*  We now have a supply list/ broken items/issues posted in the Youth Care Workers office. Look closely at the last column that is used by myself and Walter as we have acknowledged what is placed on this list to be fixed or bought. Thank you!

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Pass-On Board – Sabriena W., Regional Director**

*Discussion:*  We now have a pass-on board in the Youth care Workers office, be sure to check it when you come on shift.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Logbooks** **– Sabriena W., Regional Director**

*Discussion:*  Make sure you are documenting what is needed in the logbooks for your shift. Make sure you are highlighting what needs to be highlighted and with the correct color.

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* **Menus – Sabriena W., Regional Director**

*Discussion:*  Please use what is posted on the menu for the meal on your shift as the food is bought for the days that it is listed on the menus.

*Outcome, Actions, Timeframe:*

*6. Sub-topic:* **Screenings – Sabriena W., Regional Director**

*Discussion:*  If you take a screening, please make sure you complete the entire screening otherwise Walter cannot put it into the system. After you take the screening and I am not here, please leave it in my door box for review.

*Outcome, Actions, Timeframe:*

*7. Sub-topic:* **3rd Person Procedure: Staff Ratio** **– Sabriena W., Regional Director**

*Discussion:*  There will ONLY be a 3rd person if the ration is 7 participants and above. 6 participants and below will be 2 staff only.

# *Outcome, Actions, Timeframe:*

*8. Sub-topic:* **No Outside incentives – (Candy, treats, etc.) – Sabriena W., Regional Director**

*Discussion:*  There is to be NO Outside incentives at all coming into the shelter!

*Outcome, Actions, Timeframe:*

*9. Sub-topic:* **Time off 2-week request – Sabriena W., Regional Director**

*Discussion:*  To request time off you will need to give a two weeks’ notice in order to be considered for that time off.

*Outcome, Actions, Timeframe:*

*10. Sub-topic:* **Schedules – Sabriena W., Regional Director**

*Discussion:*  Schedules are posted for a 2-week period. You must check your schedule daily when you come on shift as there may be changes and it is your responsibility to keep up with your schedule and when you are to work. I will not be texting them to you or texting you updates!

*Outcome, Actions, Timeframe:*

*11. Sub-topic:* **Staff Interactions** **– Sabriena W., Regional Director**

*Discussion:*  It is your job to interact with the participants, that means playing cards with them, doing Large Muscle Activities with them not just watching them, playing board games with them. To keep them occupied your participation is needed and expected.

*Outcome, Actions, Timeframe:*

*12. Sub-topic:* **Staff Picture Board – Pictures to Sharon ASAP – Sabriena W., Regional Director**

*Discussion:*  Please send your pictures to Sharon ASAP so she can get them posted on our Staff board in the Intake office.

# *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Sabriena Williams |  | April 13, 2023 |

Name Date