**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **smiypnw42524**

Date: **April 25, 2024**

Time: **9:00 AM**

Location: **IYP-NW**

Date of Next Meeting: **May 30th, 2024**

Attendance: Brandi B., Roslyn C., Walter D., Kathy H., Josie J., Carlton J., Wanda J., Ralph M., Sharon M., Sabriena W.

Absent: Shalay C., Keren G., Tonda N., Bethany S., Bessie S., Daphena 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:* **Summer Program (Refer Kids from months past) May 24th – August 2nd Sabriena W., Regional Director**

*Discussion:*  We need referrals from past participants that you think would benefit from our summer program, we have it scheduled for May 24th – August 2nd this year. The theme this year is a musical theme.

*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:* **Overtime (1 new hire) – Brandi B., Residential Supervisor**

*Discussion:*  Our new hire will be working weekends mostly and maybe some weekdays, we also have another application Ms. Carter that worked at Central.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Summer Leave Request by April 30th**

*Discussion:*  Your summer leave request must be in by next Tuesday, 2 weeks at the latest. These requests are not guaranteed time off.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  Check this frequently for changes let me know of changes in your availability for scheduling. 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:*

*4. Sub-topic:* **Training News – Walter D., Administrative Assistant**

*Discussion:*  The DJJ website is down, which means there normal training site is as well. But they have a page to go and do the basic trainings we need. So if you are in need of SkillPro training let me know. I have printed out your training spreadsheets again and put them in your mail boxes in the Youth Care Workers office.

*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:* **QI Prep – Sabriena W., Regional Coordinator**

*Discussion:*  We are in continued QI mode. Make sure you are completing all forms in the participant files, Log books, file drills, maintenance logs, bed check logs, and chemical logs etc.

*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:*

*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 Nurse Observations – Kathy H. RN**

*Discussion:*  We had a change in one youths medications, we have one youth that is out of medications at this time, and another that is about to run out. The parent/guardians have been made aware of these issues. **Medication Refresher/Update discussion** – Reminder: For Pyxis you have to log in to access the system, and remember to log out when you are done. The system is still 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. Also reminder the Pink forms are for medications coming into the facility New and refills. The white forms are for dispositions & Respite when participants are returning. Fill out leaving and returning. And always record the dates and times.

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

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

*Discussion:*  Weekend groups/activities need a change I will be getting with Ms. Tonda about new groups and activities for the weekends.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  This seems to be going really well, keeping them busy playing games with them, doing the large muscle groups with them, the more interaction with them will keep the positive energy going. Very much improved!

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **PM LMA – Sabriena W., Regional Director**

*Discussion:*  The PM Large Muscle Activity is doing better and going well. Ms. Brandi stated that on the weekends with Ms. Shalay and Ms. Daphena they have everyone involved, good job!

*Outcome, Actions, Timeframe:*

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

*Discussion:*  When writing your progress notes you need to make sure you are noting the participant’s behaviors. In all participants’ files, especially our DV and Court ordered participants. Their behavior is a big part of why they are here and how they behave is something that DJJ and the court system wants to know.

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* **Staff Concerns & Shout Outs – Brandi B., Residential Supervisor**

*Discussion:*  Shout out to Mr. Ralph for making the forms etc. Shout out to Shalay and Daphene for the great large muscle activities! Staff stated that there should be no leggings worn by participants, make this know at time of screening only what is needed while here. Plastic plug INS are not being replaced in receptacles, toilet and toilet supplies are needed. Communication between shifts needs improvement.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Scanning / Room Approach / Wake up Approach – Sabriena W., Regional Director**

*Discussion:*  There are still issues when scanning, thank you for all the URI’s that you did every time there were issues, hopefully we can get something done about those issues. When approaching the participants rooms for scanning please remember that they are trying to sleep and be more mindful of this when entering the rooms. Also during the mornings waking them up, let’s not be so loud when doing this. You never know what triggers a child has coming into our program and being loud and abrasive could very well be their trigger.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Kitchen / Microwave / Dishes – Wanda J., Senior Youth Care Worker**

*Discussion:*  Make sure the kitchen is cleaned after every use on every shift that uses it. Reminder to clean the microwave out after every use too, we have a new microwave donated and we wont to keep it in good working condition. Also make sure you are cleaning and putting away all dishes after they have air dried. The kitchen is looking better.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  Please put what we need or are out of on the supply/ maintenance list, it is checked daily.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Senior Youth Care Worker Observations**

*Discussion:*  Please keep the kitchen clean.

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Sabriena M. Williams |  | 4/25/2024 |

Name Date