**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Staff Meeting

Date: **June 16, 2022**

Time: **9:00 AM**

Location: **IYP-NW**

Date of Next Meeting: **July 14, 2022**

Attendance: Shalay C., Walter D., Kathy H., Carlton J., Katelyn J., Wanda J., Belinda K., Carlos L., Tondalaya N., Sabriena W.

Absent:

**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:*  **TEAM Morale – Sabriena W., Regional Director**

*Discussion:*

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Weekend Activities – Sabriena W., Regional Director**

*Discussion:*  We have 3 participants out for the weekend and have an outing planned for this Saturday. A Thank you to the weekend staff that have been using the Activities boxes with the kids. The kids have said that they are enjoying the cooking activities they are doing on the weekends. Thank you Ms. Tonda for helping out with the weekend activities boxes. Please take pictures of the activities that you all are doing and send them to Carlos.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  Please try to stick with the weekend menus that are posted as much as possible, I know you may have to substitute and that is ok as long as you get supervisor approval to do that because we are buying food specifically for those items on those dates. We need to help Ms. Belinda with food items that are coming up on the menu and if they need to be gotten out of the freezer for the following day let’s try and help out with that as much as possible.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Suicide Prevention and Assessment & Signs and Symptoms of M. H. & S.A. Trainings with Stephanie D. MA LMHC, Senior Family Action Counselor/Case Manager**

*Discussion:* Many staff are still in need of our suicide trainings in which Ms. Stephanie our licensed Mental Health Counselor does for us. We are in the process of having her do these over Zoom so we can add them to our online trainings library and the trainings can be done this way as needed.

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* **BRIDGE & SkillPro Trainings – Carlos L., Residential Supervisor**

*Discussion:*  Please make sure you have finished your Bridge and SkillPro trainings and they are up to date. We only have 2 weeks left in this fiscal year and we need make sure we have completed the trainings we need for this year.

*Outcome, Actions, Timeframe:*

*6. Sub-topic:* **Work Atmosphere – Carlos L., Residential Supervisor**

*Discussion:*  We need to make sure we are bringing good energy to the table and it’s not always easy, but we need to make sure we are putting in the effort to do so.

*Outcome, Actions, Timeframe:*

*7. Sub-topic:* **Highlights in Logbook – Carlos L., Residential Supervisor**

*Discussion:*

* + **YELLOW- General info to pass-down**
  + **ORANGE- Shift Reviews**
  + **BLUE- Suicide screenings, Sight & Sound supervision, and LMHC Visits to clear a youth.**
  + **PINK- Medication management (receipt, disposals, supervision)**
  + **GREEN- Participant activities**

Make sure we are highlighting the above items in the log book with the appropriate colors

*Outcome, Actions, Timeframe*:

*8. Sub-topic:* **Training Files – Walter D., Administrative Assistant**

*Discussion:*  Our newer staff are getting there trainings completed and still have a good deal of time to complete their training years out. For our OG staff a shout out to them as well for going above and beyond with their training hours! Keep up the good work! And reminder our new training year starts Friday July 1st.

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

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:*

*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:* **CDS Policy on Youth Behavior Management Techniques – Carlos L., Residential Supervisor**

*Discussion:*  Carlos spoke about our Youth Behavior Management System and how we need to continue to use and possibly brush up on those techniques. We will be having a training on the Behavior Management System as a refresher course. Ms. Williams stated we are also having a M.A.B. refresher course as well. These will be our summer training between the topics within a few weeks after our summer program ends. Be on the lookout for this training.

*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:* **Nurse Input – Kathy H., RN**

*Discussion:*  Not a lot, I appreciate Wanda and Ralph making sure C.B. has been getting their medication very afternoon. Everybody be aware that C.B takes a pill every afternoon at 4pm. Please continue to keep up with the Afternoon Medications for the one participant that is to take their medications at that time. There is a Medication Management training tonight, if you need it or would like to attend you are welcome. I will be doing a group next Wednesday morning on illegal drugs and the follow Wednesday morning as well. Don’t forget that COVID is not completely gone! Keep up the good work sanitizing and hand washing. If you have any respiratory or Gastrula intestinal symptoms don’t rule that out, it could be COVID.

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Counselor Input – Tonda N. M.Ed Residential Counselor**

*Discussion:*

*Outcome, Actions, Timeframe:*

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

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

*Discussion:*  Mrs. Williams brought to our attention that SC was having some Mental Health issues. I am going to ask Ms. Tonda to get with the grandmother after observing the participant several times, I have observed he talking to herself a lot, I have experienced her making statements that are clearly not true, but she is believing that these things are true, almost in a hallucinating style, it’s not aggressive but I could see where it could escalate, she is isolated a lot, she isolates herself, so I just want us to be mindful and that we are documenting these things. She has made allegations that are not true, unfounded, against other participants, and could swing towards staff. So make sure you are documenting it. I am going to be talking with Ms. Tonda about asking the grandmother about the last time she had a psychiatric evaluation because I do believe there is something going on with her. So please make sure you are documenting if you see anything. And if you notice anything extreme, extreme and Mrs. Kathy is here let her know so she can observe her while she is there. And I will have Stephanie come in and observe her because it could be something medical I’m not sure what’s going on with her. Make sure we are observing her and recording what we are seeing and hearing.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Shout OUTS!!**

*Discussion:*  Ms. Williams wanted to give a shout out to ALL staff for their help with the Summer Enrichment Program. Thank you all for doing your part to make this a successful program! Shout out to Carlos for getting all these participants into our summer program. Thank you ALL that helped out with doing groups during this program, I appreciate that very much! If you see any of our speakers for our groups please say thank you, they are taking time out of their busy schedules to come help us so just be mindful. Shout out to everybody that helped out the Open House, it seemed to be a success as well! Carlos gave a shout out to all the people that did screenings in the evenings as well for our summer program. Shout to the midnight shift for the lunches you made for our participants! Carlos gave a shout out to Walter for keeping him up to date on trainings. Carlos gave another shout out to Mr. Carlton making a smooth transition from evening shift to midnight shift, making lunches on the midnight shift, know that you and Mrs. Sharon are appreciated!

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Benefits Enrollment – Walter D., Administrative Assistant**

*Discussion:*  Do not forget to complete your Benefits enrollment Friday is the last day.

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Carlos Lopez |  | June 16, 2022 |

Name Date