**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Staff Meeting smiypnw092123

Date: September 21, 2023

Time: 9:00 AM

Location: IYP-NW

Date of Next Meeting: October 19, 2023

Attendance: Roslyn C., Walter D., Keren G., Kathy H., Josie J., Carlton J., Wanda J., Ralph M., Sharon M., Tonda N., Bethany S., Sabriena W.

Absent: Shalay C., Michael Mc., Bessie S., Daphena W., Sherrie Ann W.

**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:*  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:* **Supervisor Coverage – Sabriena W., Regional Director**

*Discussion:*  Stephanie D., will be in charge while I am out. Walter and Wanda will continue to be on call on the weekends.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  Overtime is only being paid out if it has been preapproved myself otherwise I will not approve it for payment. Please make sure you are arriving on time and leaving your shift in a timely manner as well.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Shift Coverages – Sabriena W., Regional Director**

*Discussion:*  Shift coverages should be arranged with the supervisor on duty.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  We are in the middle of putting together a new training spreadsheet along with additional trainings, as soon as we are finished, I will let Mrs. Williams know then we will start the registration of the training site and training that we need to complete. With issues with overtime, staff will have to do their trainings on shift as they can.

*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:*

*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:*

*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:*  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:*

*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:*

*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.**

*Discussion:* For a returning participant and what forms needed to be used. Mrs. Kathy showed the correct forms to use for NEW medications and medications that went out with a child on a visit and returned. The other issue was with OTC medications and the protocol for those which Mrs. Kathy explained that we had to have a doctor’s note that stated the child’s name and the medication that needs to be taken and how much and when. We also need a label for any of those types of medications to be in compliance with QI and State Standards.

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Groups – 30 minutes to an hour** **– Sabriena W., Regional Director**

*Discussion:*  When doing groups with the participants, please make sure they are at least 30 minutes long or more. This includes activities you are doing for a group. The standards are 30minutes to an hour required.

*Outcome, Actions, Timeframe:*

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

*Discussion:* There were no issues with participants at this time we have a few that are scheduled to leave by the end of the week.

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Staff Shout Outs – Sabriena W., Regional Director**

*Discussion:*  Thank you to everyone, for all that you do! Thank you for your shift exchanges in the intake room, it is appreciated. Weekend shifts, Thank you for all you do on the weekends with groups and activities, good job!

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **United Way – Sabriena W., Regional Director**

*Discussion:*  If you would like to donate to the United Way the forms are next to the Staff Sign-In book. Even if it is $1.00, that is $26.00 a year. Thank you for those that donate and to those that are signing up.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Screenings and Intakes – Sabriena W., Regional Director**

*Discussion:*  All screenings and intakes are to be completed in full, otherwise Walter is unable to put them into the data systems. Make sure they are completed in a timely manner as he only has a certain amount of time to enter it into the systems.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  Please continue to do your shift exchanges in the Intake room away from the participants, you have been doing a good job with that so far.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  Reminders have been posted up in the kitchen of duties that may be forgotten in the past. I am asking the 4pm to 12am shift take out any frozen food for the follow day that is on the menu to be cooked.

*Outcome, Actions, Timeframe:*

*6. Sub-topic:* **Phone Calls Participants – Sabriena W., Regional Director**

*Discussion:*  The staff on duty will make the calls and screen any incoming calls. You may use the phone with permission only. Abuse of phone usage (profane language, harassing people, etc.) will result in the loss of phone privileges for a period of time determined by the severity of the abuse. Phone calls are a privilege.

*Outcome, Actions, Timeframe:*

*7. Sub-topic:* **Point Store** **– Sabriena W., Regional Director**

*Discussion:*  If the participants do not have privileges they are not to participate in the point store. Read your documentation on each of your participants to see if they are eligible. Mr. Ralph is going to compile lists of the children that are able to participate on the dates that are assigned for the point store.

*Outcome, Actions, Timeframe:*

*8. Sub-topic:* **NO PHONES – ELECTRONICS on the floor – Sabriena W., Regional Director**

*Discussion:*  There are to be NO phones or electronics on the floor.

*Outcome, Actions, Timeframe:*

*9. Sub-topic:* **Searches – backpacks, shoes, socks, etc. – Sabriena W., Regional Director**

*Discussion:*  Staff may engage in searches on a regular or random basis to assure the security and protection of all. In all cases staff should be respectful and safe guard participant rights during any search. In no case will a body search be conducted.

For the safety of all concerned, upon admission the youth and their possessions shall be searched to ensure that items are not brought into the shelter that are illegal, potential safety hazards or otherwise not allowed by program rules. At any time, participants may be asked to empty their pockets and/or take off their shoes. When available participants and/or their possessions may be scanned with a security wand.

When returning from any activity outside the shelter, participants may be required to allow staff to review the contents of book bags and purses to assure that inappropriate items are removed and either stored in lock-up for the participant or disposed of in a safe manner.

If illegal contraband is discovered, staff will handle the situation in accordance with the appropriate state and federal laws. Specifically illegal contraband should be secured and law enforcement contacted to remove the contraband. In cases where there is a small amount of substance discovered of unknown origin, it may be destroyed in the presence of at least two staff members and the event documented in the program logbook.

If illegal contraband is discovered in the possession of a participant, law enforcement should be contacted. *Outcome, Actions, Timeframe:*

*10. Sub-topic:* **Supervision of Participants – Sabriena W., Regional Director**

*Discussion:*  Know where your participants are at all times. The children should be within your site and ear shot at ALL times. We need to be more aware of what are participants are doing.

*Outcome, Actions, Timeframe:*

*11. Sub-topic:* **Staff Observations**

*Discussion:*  Participants are saying inappropriate things and they need to be redirected. Participants are being very inappropriate with the clothing they are wearing. They need to be checked in the mornings, before leaving for school that they are wearing appropriate clothing. Participants are NOT to have **ANY** access to electronics without supervision.

*Outcome, Actions, Timeframe:*

*13. Sub-topic:* **Afterschool entrance – Sabriena W., Regional Director**

*Discussion:*  Staff park van and walk participants to the back/dining room door for entry into the shelter, wand them before they go anywhere in the building. They are to leave their backpacks in the dining area and be searched before leaving that area.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  No discussion at this time.

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Sabriena Williams |  | 9/22/2023 |

Name Date