

I.M.P.A.C.T.
Supervisor's Meeting Minutes
February 19, 2010

Present:

Denise F.	Gretchen L.
Kris C.	Lori G.
Anne Marie G.	Terry M.
Chuck K.	Colleen A.
Lezlie H.	Denise E.
Kim M.	Mary M.
A.J.W.	

I. Financials

- a. December financial reports were reviewed.

II. Human Resources

- a. Health Insurance – Denise provided an update on the renewal rates for BCBS, BCN and Delta Dental. BCBS renewal rate was 34.5% higher (\$108,000), BCN was only 5% and Delta was 0%. The agency was able to re-design the plans to help keep the costs down. Details will be announced at the upcoming open enrollment meetings.
- b. Personnel Files – the goal is to reduce file storage and paper use. Supervisors will purge old documents from the personnel files following the record retention guide. Once this is completed the documents will be scanned into a central file maintained by HR. This will be a professional development goal for all supervisors. Kris will review the ASHI requirements for retention of CPR and FA records.
- c. FBI Background Checks – AFC licensing is requiring that the consent, receipt, results and agreement to notify of any arrests or convictions be available for review at the time of the audit. HR will maintain this information and provide it at the time of the audit. It will not be part of the electronic personnel file. Have staff sign receipts and return to HR.

III. Agency Policies, Procedures & Practices

- a. Medication packaged for LOA – after pass count must be completed after medications have been packaged for LOA. After pass must be completed before consumer leaves. It is a medication error if a medication is not sent with the consumer for an LOA.
- b. Discussed the recent practice put in effect at River Bend #1: after pass staff will be subject to the same disciplinary guideline for a medication error if he/she fails to detect a medication error during the after pass count. Supervisors were asked to consider whether or not this practice should be implemented at all facilities. This will be reviewed at the next meeting.

IV. Computer update

- a. Installation should be completed by next week.
- b. Internet connection will be made available but consumers will have to provide their own computer. Consumers can have basic access to Agency computers (no internet access) for games, educational programs with staff supervision.
- c. IT staff are reviewing security software options. Leaning towards limiting web access to only a few chosen sites, i.e. ADP, Blue Cross, IMPACT Website.
- d. The Agency internet use and security policies will be revised.

V. Quality Improvement

- a. Volunteerism – River Bend #1 residents are making a blanket for the Linus foundation. This foundation provides blankets to needy children.
- b. AFC Licensing has invited a resident from River Bend #1 resident to participate on a volunteer advisory council.

VI. Health/Safety/Facility Maintenance

- a. No facility maintenance issues or concerns reported.
- b. Art Van “wish list” has been submitted.

- c. Health & Safety Goals for 2010 include:
 - i. Completion of Data Base
 - ii. Continued Education to Consumers and Staff
 - iii. Review of the Emergency Procedures
 - iv. Review of PI training

VII. Staff Training & Development

- a. Gentle Teaching – Supervisors report staff are continuing to review the DVDs.
- b. Staff Meeting Minutes are not always being forwarded to verify completion of continued education in the area of RR, etc. Remember CMH requires 6 hours of additional training for staff annually.
- c. Documentation Toolbox - Terry highlighted some of the revisions made to the Food Pyramid, Safe Driving and Vehicle Orientation tool boxes. Lori e-mailed a list of documentation for review and feedback.

VIII. Agency & Community Activities

- a. Spring Fling Dance – Let Kim know of any special music requests. Dance will be 4/16/10 (DTBA)
- b. March of Dimes Walk for Babies – 4/25/10. Information and details coming soon.

IX. Other - NA

The meeting was adjourned at 3:30 pm. The next meeting will be held on March 19, 2010 at 2:00 pm.