**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: smiypnw122223

Date: **December 22, 2023**

Time: **3:00PM**

Location: **IYP-NW**

Date of Next Meeting: **1/31/2024**

Attendance: Brandi B., Walter D., Wanda J., Ralph M., Sharon M., Tonda N,

Absent: Sabriena W., Shalay C., Rosyln C., Keren G., Kathy H., Josie J., Carlton J., 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:*

*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 – Brandi B., Residential Supervisor**

*Discussion:*  See Walter if you have any questions.

*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:*

*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:*  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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Furloughs – Brandi B., Residential Supervisor**

*Discussion:*  The furloughs were moved up a day to Sunday so as we do not go beyond the 72 hour time frame.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Shift Coverages** **– Brandi B., Residential Supervisor**

*Discussion:*  All open shifts are now covered, thank you for those that picked up the shifts.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **ABSOLUTELY NO Cellphones on the floor – Brandi B., Residential Supervisor**

*Discussion:*  There is to be no cellphones on the floor what so ever!

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Supervision** **– 2 staff with participants at all times – Brandi B., Residential Supervisor**

*Discussion:*  There are to be 2 staff with participants at all times, with the exception of an intake being conducted or a screening being done.

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* **On call process – Wanda, Walter, Brian, and Stephanie – Brandi B., Residential Supervisor**

*Discussion:*  The On call process will be as follows: Stephanie will be Monday, Wednesday, and Friday. Brian will be Wednesday and Thursday. Wanda and Walter will be every other Saturday and Sunday.

# *Outcome, Actions, Timeframe:*

*6. Sub-topic:* **Furlough**  **– Brandi B., Residential Supervisor**

*Discussion:*  During the furlough, there will be one person on duty per shift.

# *Outcome, Actions, Timeframe:*

# VII. Other Business:

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Brandi Bell |  | 12/22/2023 |

Name Date