

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: June 11, 2026

Time: 8:30 am

Location: IYP-East

Date of Next Meeting: July 23, 2026

Attendance: Karen, LaToya, Melaine, Cherelle, Kiesha, Errol, Monica, Lytinia, Gary, Betty,
Jamesha, Kimberly, Alex, Joy,

Absent: Leroy, Izel,

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:

Discussion: No discussion

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:* **Suicide Precaution Procedure**

Discussion: Staff were reminded that suicide screening questions 1-5 are located on page 9 of the intake form. These questions must be asked to each Px's during the intake process. Completed suicide screening question 1-5 with the Px., Place the px on the appropriate on the appropriate mental health alert level based on the screening results. Initial each required action once it has been completed. Updated and initial the documentation when the px return from the Crisis Stabilization Unit (CSU), if applicable. A blue Suicide Precaution Procedure book is located in the control room that explains the suicide process.

Outcome, Actions, Timeframe: **Ongoing**

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:* **Washer & Dryer**

Discussion: A number of items have been found in participant's clothing, as well as in the washers and dryers. To help prevent damage to personal belongings and laundry equipment, please ensure that participants thoroughly check all pockets before placing clothing in the wash.

Outcome, Actions, Timeframe: **Ongoing**

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:* **Open Enrollment 2026**

Discussion: Open enrollment Period begins on June15-19, 2026, On June 15, 2026, Benefits Lunch & Learn will be held at Bivens conference Room 12:00 PM

Outcome, Actions, Timeframe: **June15-09, 2026**

2. *Sub-topic:* **Presentation from BACA (Bikers Against Child Abuse) BaddBob**

Discussion: During the presentation, staff were informed about the organization's mission, how their program operates, and the resources available to children and families in need of support. Brochures and business cards were distributed to staff for future references and to assist with potential referrals.

Outcome, Actions, Timeframe: **Ongoing**

VII. Other Business:

1. *Sub-topic:* **Word of Encouragement**

Discussion: "The strength of the team is each individual member. The strength of each member is the team."- Phil Jackson.

Outcome, Actions, Timeframe: **Ongoing**

2. *Sub-topic:* **Extended Congratulations**

Discussion: The team extended congratulations to LaToya on her promotion to Regional Director. Staff acknowledged her dedication, hard work, and commitment to the organization, and expressed their support as she transitions into her new leadership role.

Outcome, Actions, Timeframe: **Ongoing**

3. *Sub-topic:* **Update on new hires**

Discussion: The Residential Supervisor Mrs. Patricia Daecher-Crutchfield date of hire is on 06/16, RN -had a family emergency that led her to withdraw from her position. We will continue to look for Residential Counselor, Registered nurse, YCW for Saturday 12 Am-8 Am and Sunday 12 Am- 8 Am position.

Outcome, Actions, Timeframe: **Ongoing**

Latoya Robinson

Respectfully submitted by:

Karen Bethel

Name

06/11/2026

Date