

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: July 08, 2026

Time: 8:30 AM

Location: IYP-East

Date of Next Meeting: July 27, 2026

Attendance: LaToya, Melaine, Cherelle, Kiesha, Errol, Monica, Lytinia, Jamesha, Kimberly, Joy,
Leroy, Betty

Absent: Karen, Izel, Gary

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: **Hiring Updates**

Discussion: Hired a residential supervisor and RN, after accepting, they withdrew due to personal and family issues. Currently seeking candidates on Indeed, some does not meet the criteria, schedule interviews and some are a no show. Hired a residential counselor and family action community counselor, 2 YCWs for Sat. & Sun. 12 am – 8 am and the other 8-4, who are all in the background phase. Interviewed another YCW candidate on 7/7 for Sunday 8-4 and split shift on Sat. & Sun 8-12 and will consider an on-call PRN. Ms. Willis will move on the 4-12 M-Th, and interviewing.

Outcome, Actions, Timeframe: **Ongoing**

2. Sub-topic: **New training log for 2026-2027 & Staff Training Reminders & Compliance**

Discussion: Discuss how staff would like to be reminded of their training, training will continue to be placed in the control room, so all staff are aware of upcoming and due training each month.

Outcome, Actions, Timeframe: **Ongoing**

3. Sub-topic: **Shift /Floor training discussion**

Discussion: Training will be conducted on the floor so staff can feel comfortable, confident and knowledgeable in their job duties,
Outcome, Actions, Timeframe: **Ongoing**

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:* **Cell Phone/Electronics Use by shelter staff P-1317**

Discussion: The policy was reviewed and discussed. A personal cell phone or other personal electronic device may be utilized only when staff is on break, and never in the presence of youth or while supervising youth. In a 24/7 supervision environment, an approved “break” is

defined as a brief period when staff is not actively engaged in tasks but remains on site and immediately available to respond.

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:*

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: **Trauma -Informed Supervision***

Discussion: Brochures were passed out regarding what trauma is and ways to support and respond to individuals who have experienced trauma.

*Outcome, Actions, Timeframe: **Ongoing***

2. *Sub-topic: **Strategic Planning exercise feedback***

Discussion: A strategic planning exercise was completed with staff, and a brochure was distributed as a staff tool to help engage young people. The tool encourages staff to use planned activities, positive communication, and youth input to support involvement, build rapport, and promote continued growth and quality services.

*Outcome, Actions, Timeframe: **Ongoing***

3. *Sub-topic: Logbook entries*

Discussion: Black ink is to be used in the logbooks at all times. NO exceptions.

*Outcome, Actions, Timeframe: **Ongoing***

4. *Sub-topic: **Shift leader responsibilities***

Discussion: Please make sure before your shifts end, all Shift leader assignments have been completed. It is the responsibility of the shift leader to ensure that all required duties are conducted during their shift before leaving. Thank you for your attention to this expectation.

*Outcome, Actions, Timeframe: **Ongoing***

5. *Sub-topic: **Inspections and drills***

Discussion: Team, please make sure the Annual inspections and emergency drills are completed on time. Each inspection and drill has a designated timeframe, so please be mindful of those deadlines and ensure they are completed within the required time. Timely completion is essential for compliance and safety of everyone in our facility,

*Outcome, Actions, Timeframe: **Ongoing***

6. *Sub-topic: **Lighting in the dayrooms***

Discussion: A light on at all times at night, a lamp or light may remain on throughout the night in the girl's and boy's rooms.

*Outcome, Actions, Timeframe: **Ongoing***

7. *Sub-topic:* **Case files progress notes**

Discussion: Progress notes should be completed at end of each shift, do not enter other youth's name in another youth's file, refer as another youth/ Px".

Outcome, Actions, Timeframe: **Ongoing**

8. *Sub-topic:* **FACEBOOKS**

Discussion: Facebooks should be completed at the end of each shift, be mindful of how the points are added, ask questions if you need to, Achievement pinots need to be negotiated and totaled up.

Outcome, Actions, Timeframe: **Ongoing**

9. *Sub-topic:* **How to correct an error**

Discussion: When an error is made, do not scribble, draw 1 line through the error, indicate your full name and date and time when the error was corrected.

Outcome, Actions, Timeframe: **Ongoing**

10. *Sub-topic:* **Recreational closet**

Discussion: Ensure all recreational supplies are stored after LMA and closet locked.

Outcome, Actions, Timeframe: **Ongoing**

11. *Sub-topic:* **Shelter Phone Accessibility and Communication**

Discussion: Always have shelter cordless phone with you, make sure to check the ringer volume is always turned up.

Outcome, Actions, Timeframe: **Ongoing**

12. *Sub-topic:* **Proper Use of Appliances**

Discussion: Be mindful when using appliances, ask questions if you need to.

Outcome, Actions, Timeframe: **Ongoing**

13. *Sub-topic:* **Weekend Arts& Crafts Documentation**

Discussion: Staff please be sure to take pictures of the Px's weekend art and crafts with the camera located in the staff office. If you take photos, please let Melaine know so they can be printed for the scrapbook.

Outcome, Actions, Timeframe: **Ongoing**

VII. Other Business:

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

Discussion: "People may forget what you said, but they will never forget how you made them feel." ~ Maya Angelou

Outcome, Actions, Timeframe: **Ongoing**

2. Sub-topic: **Staff Support**

Discussion: Donation were collected due to the passing of Karen's. Flowers were sent on behalf of the East Team to show our love, support, and condolences.

Outcome, Actions, Timeframe: **Ongoing**

3. Sub-topic:

Discussion:

Outcome, Actions, Timeframe:

LaToya Robinson

Respectfully submitted by:

Karen Bethel

Name

07/28/2026

Date