**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **smiypnw061925**

Date: **June 19, 2025**

Time: **6:00pm**

Location: **IYP-NW**

Date of Next Meeting: **July 17, 2025**

Attendance: Brandi B., Walter D., Kathy H., Quinisha H., Ralph M., Tonda N., Melissa T., Michael W.

Absent: Laesha B., Shalay C., Victoria H., Ta’mar 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:*

*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:* **Unusual Event Reports (UER) – Brandi B., Regional Director** *Discussion:*  The Unusual Event Report should be filled out in all situations involving unusual events, occurrences, or happenings that are outside the realm of normal typical daily operations. This would also apply to participant cases, which are particularly problematic or disruptive to program operations. If a circumstance arises in which you are uncertain as to whether or not to complete an Unusual Event Report, fill out the form.

All Unusual Event Reports should be submitted to your supervisor and faxed to the Chief Operations Officer immediately or within 24 hours of the unusual event. *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:* **Bed Checks – Brandi B., Regional Director**

*Discussion:*  Bed checks are not to start until everyone in the bedroom is asleep, if someone gets up to go to the bathroom or to get a drink of water etc., bed checks stop and then resume once everyone is asleep again. All the while, you are sitting at the doorway with all participants in your site.

*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:* **Medication Labels – Mrs. Kathy, RN**

*Discussion:*  All medications have got to have a label on them. OTC medications have got to have a script for them. If the medication states once a day, find out from the parent when the child takes the medication, in the morning or at night time. On the weekends Ms. Kathy gets here at 8am. Staff is to give the medications if Ms. Kathy is not here. Alarms are set on the clock for medications to be given, as a reminder.

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Outside Foods – Brandi B., Regional Director**

*Discussion:*  This continues to be a problem, even after we spoke about this in our last staff meeting! You are NOT to bring in snacks, drinks, candy, Wendy’s, Burger King, etc. or any other types of food into this shelter for the participants, if one of them get sick it is a liability to the agency. The agency provides these things for the participants.

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Planned Activities/Outings/Schedules – Brandi B., Regional Director**

*Discussion:*  We have planned activities and outings on a schedule. We are to be following this schedule for our summer program as we should follow our regular planned schedules. If for ANY reason this schedule cannot be followed, it is your responsibility to let management know so it can be canceled. We have missed 2 schedule outings already this year and now have been put on notice by one of our community partners that we have one more time to be a no show and we will be removed from their activities. This reflects badly on our agency and us being in a small community word gets out that we are not dependable or keep our commitments.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Large Muscle Activity Outside (Clean up)** – **Brandi B., Regional Director**

*Discussion:*  When you have completed your LMA, be sure to clean up after yourselves. That means if you have used basketballs, footballs, volley balls, basically anything you have used etc. have the participants pick them up/collect them and give to you! Staff are to put items in the shed, there should be NO Participants in the shed at ALL!

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Participant Files (completing the files) – Brandi B., Regional Director**

*Discussion:*  You need to be making sure that files are being completed! We had abundant amount of files not completed going into QI this fiscal year, we have go to start completing these files! This is not an option, this is a part of your job! It doesn’t matter if you did the intake or not, or the screening etc. just put the information in the blank and move forward. Do not highlight, just fill in the blanks example: NETmis #’s, NIRVANA signatures etc.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Paylocity – Brandi B., Regional Director**

*Discussion:*  Brandi asked if everyone knew how to use paylocity. If you do not know how, see Walter for help with any issues. When you forget to punch out or in, you will need to request a punch correction.

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* **Point Store – Brandi B., Regional Director**

*Discussion:*  Point store is on Monday’s and Fridays. Facebooks should be in the participant’s hands and they will need to keep up with their own points, then staff will tally up their points.

# *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Brandi K. Bell |  | 6/19/2025 |

Name Date