**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **smiypnw071725**

Date: **July 17, 2025**

Time: **6:00PM**

Location: **IYP-NW**

Date of Next Meeting: **August 27, 2025**

Attendance: Brandi B., Walter D., Kathy H., Quinisha H., Carlton J., Wanda J., Ralph M., Sharon M., Tonda N., Nivonda N., Melissa T., Michael W.

Absent: Laesha B., Shalay C., Victoria H., Ta’Mar J., Janette J., Dawn P., Bessie S., Daphena W.

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

*Discussion:*  We need to go by the menus as much as humanly possible. We buy the food that is on the menus to stay on track and be in compliance. If there are any issues, please express those with the House Manager, Victoria and Brandi, Regional Director.

Do not just change the menu, because you do not want to cook or serve what is to be served, or buy pizza or other items from outside the facility. These are decisions that the Regional Director is to make.

*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:* **Timesheets – Brandi B., Regional Director**

*Discussion:*  We are no longer using timesheets. We are using Paylocity to punch in and out, request time off etc. This tablet is mounted on the wall where employee sign in sheets are kept. If you have any issues, get with Walter or Fiscal for any issues.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Training – Walter D., Administrative Assistant**

*Discussion:*  This is a new fiscal year for on-going staff. New hires you are from the date you are hired of your hire date to your anniversary hire date.

New hires, you have a time frame to complete your trainings. 30 days of date of hire and 90 days of date of hire trainings to complete. It is your responsibility to know these dates and times, these trainings are to be completed in a timely manner otherwise we are not in compliance with licensure.

If anyone has issues with training sites, or questions come see me, if I am not here, you can email me, leave a message on my door, or call me. I am in the office Monday through Friday 8am to 4pm weekly. SkillPro and Bridge are not set up by me. myFLlearn (DCF) is set up by me.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Shift Coverage – Brandi B., Regional Director**

*Discussion:*  You are responsible for covering your own shifts if you cannot work them. Once you have found someone to cover your shift you are to notify your supervisor of the person the date and time of the shift to be covered. If this person does not show up for the shift that they are covering for you, it is on you.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Facebook Training** **– Brandi B., Regional Director & Alex Culbreth, Quality Assurance Director**

*Discussion:*  Alex spoke about the Facebook system and stated that he would be coming back up on Monday 8/4/2025 and will be conducting a training of the Facebook system in its entirety for anyone that wants training or a refresher.

*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:* **Night/bedtime Supervision – Brandi B., Regional Director** *Discussion:*  As youth prepare for bed, constant sight and sound supervision begins. Staff will provide constant sight and sound supervision until all participants are asleep.

When staff is confident that all participants are asleep, bed checks should begin. Bed checks should occur every 15 minutes in each room where participants are asleep and be documented with associated findings in the Bed Check Log Book when using the manual method.

NO documentation should ever occur prior to taking action. Documentation is a record of history, not a prediction of the future. Any unusual events should be documented in the Program Log Book, i.e. runaway, disruptive behavior, etc.

If any participant is found to be awake, constant sight and sound supervision should begin again until all participants are asleep. *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Cell phones – Brandi B., Regional Director**

*Discussion:*  There are to be no cell phones on the floor. They are to be locked up in the Youth Care Workers office. If you need to check your phone, check your messages, make a phone call etc., you are to let your shift partner know that you need to step away for a few minutes and return back to the floor ASAP. If you are caught on the floor with your cell phone you will be written up and if this happens more than once you could be let go.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Employee Dress Code – Brandi B., Regional Director** *Discussion:*  The dress policy identifies our need to present a professional image and ensure safety, as well as acknowledge the unique qualities of our work environment. Supervisors may establish more stringent policies based upon safety concerns within their setting.

While staff should always appear at work neat, clean, and well groomed, we recognize that certain situations require more casual attire such as recreational activities. This policy is not intended to eliminate that flexibility; however, in general, staff should not wear sweat pants, tights/leggings, tank top shirt, backless tops or dresses, jeans with holes, short skirts, short shorts, overalls, or camouflage clothing. In addition, staff are prohibited from wearing items with pictures, logos, emblems and/or writing which depict illegal activities, violence, profanity, nudity, and/or drug or alcohol emblems or references. Staff should also only wear clothing that is well-fitting and not too tight and/or revealing (low cut shirts or exposing stomach) and not too baggy as to create a safety issue.

Staff should also plan their attire with safety in mind. For example, in residential settings, school settings, or environments where participant volatility may be an issue, items such as chains, necklaces, or long/large earrings may present unnecessary opportunities for an avoidable injury. In residential settings, open toed shoes should not be worn by direct service staff. This includes crocs, flip flops, and sandals.

Staff with questions concerning appropriate attire, are encouraged to seek clarification from their supervisor. A good rule of thumb might be to look in the mirror prior to coming to work, ask yourself, “Would anyone question my professional image today, based upon my dress?” If you think the answer may be yes, change your clothes.

The dress policy should be followed whenever a staff person is working, including meeting times.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Policy and form update reminders** **– Brandi B., Regional Director**

*Discussion:*  Yesterday in the CINS/FINS meeting it was discussed recently updated policies (DEI & Affirmative Action (Phil), transportation, truancy, searches (Cindy & Alex) and forms changes.

*Outcome, Actions, Timeframe:* **Please discard old forms and rely on the Intranet only. Staff should never create or use their own forms that have not been approved and placed on the intranet. If you would like to suggest a new or revised form, please submit to Cindy and we will discuss it at our next meeting.**

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:* **Search policy updates and related procedural changes** **– Brandi B., Regional Director**

*Discussion:*  Conducting more searches. Conducting more camera reviews. Documenting all these activities properly as they are completed.QAD Alex will review logbooks when onsite to ensure compliance.

*Outcome, Actions, Timeframe:* On-going.

*2. Sub-topic:* **Staff to Px ratio changes with new contract – Brandi B., Regional Director**

*Discussion:*  1 staff to 5 Pxs while on outings (Still 2 staff are required, regardless of # of Pxs unless a single transport with prior parental approval) ex. 5 Pxs = 2 staff/10 Pxs =2 staff/11 Pxs = 3 staff/16 Pxs=4 staff.

*Outcome, Actions, Timeframe:* **Maintain proper staffing ratios at all times 1 staff to 6 youth during awake hours, 1 staff to 5 youth during off-site activities, 1 staff to 12 youth during sleep period, 1 staff to 2 staff-secure youth at all times.**

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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Bed Bug Protocol – Brandi B., Regional Director**

*Discussion:*  Once a child comes into shelter, you are to immediately take their clothes to the laundry room and wash them if needed, at the least they all have to be put in the dryer. While that is happening, you are to escort the child to the hall bathroom to take a shower and remove the clothes they are wearing to wash and dry those as well. And supply them with the bed bug protocol clothing and slides.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Cleanliness (Bathroom & Kitchen)**

*Discussion:*  Make sure that all bathrooms are being cleaned properly. This includes the entire commodes, sinks, mirrors, floors, and restocking soap, paper towels etc. Make sure when you are in the kitchen and using it, that you maintain the cleanliness in which it is to be kept. This means, the sink should be free of any and all dirty dishes, counters wiped down, floor is swept and mopped, and dishes are put away properly and not just thrown in the cabinets. These things are also a part of your job duties.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **On call**

*Discussion:*  Walter will be on call, Friday Saturday and Sunday.

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Brandi K. Bell |  | 7/19/2025 |

Name Date