**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **smiypnw082725**

Date: **August 27, 2025**

Time: **6:00PM**

Location: **IYP-NW**

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

Attendance: Brandi B., Walter D., Quinisha H., Carlton J., Wanda J., Ralph M., Sharon M., Tonda N., Nivonda N., Dawn P., Alex Culbreth,

Absent: Laesha B., Shalay C., Alexus H., Victoria H., Ta’mar J., Janette J., Bessie S., Melissa T., Daphena W., Michael 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:* **Behavioral Management System (Facebook) – Alex C. MSW, LCSW-QS QAD**

*Discussion:*  Alex, our Quality Assurance Director conducted training on the Behavioral Management System (Facebook).

*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:* **One on One Transport – Brandi B., Regional Director**

*Discussion:*  You must first get the supervisors’ approval and document it in the logbook. Make sure the document in the file is signed by guardian; this form is the Parent Orientation Packet (Transportation Section).

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Contraband searches** **– Brandi B., Regional Director**

*Discussion:*  The Search Policy P-1138 was gone over during this staff meeting to make sure all staff understands what exactly has to be done on all shifts to make sure our environment is safe for the participants and staff.

*Outcome, Actions, Timeframe:* on going

*3. Sub-topic:* **DCF (Open Cases)**

*Discussion:*  We cannot accept children or families with an active open DCF case; this means that any open case connected with that family not just the child. The case has got to be completely closed, in order for us to consider the child.

*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 Management (Naloxone/Narcan) – Kathy H., RN**

*Discussion:*  Ms. Kathy spoke about how to use Narcan and should you use Narcan? She also spoke about some of the common opioid drugs. Ms. Kathy stated there are three hallmark symptoms of an opioid overdose, commonly referred to as the “opioid overdose triad.” She spoke about what those symptoms were and what to look for.

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

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

*Discussion:*  The child is to fill out the self-NIRVANA not the parent, this is an assessment for the child and how they are feeling about their selves, their feelings, what’s going on with them. If they are having trouble with reading the document then you should help, by reading it for them and them stating the answers. Again this is NOT for the parent.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Paperwork (Facebook, Log Book, Participants files etc.)**  **– Brandi B., Regional Director**

*Discussion:*  You must be completing all your paperwork on our shift, entries into the Facebook, entries in the Log Book, Participants files and any other documents that need to be filled out. Screenings are to be completed at the time of the call in their entirety. Intakes are to be completed at the time of intake as completely as possible. If for some reason the Intakes are not complete, then by all means complete them to the best of your ability and if you cannot use a sticker or post it to mark what needs to be completed. DO NOT highlight anything missing!

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Files need to be completed – Brandi B., Regional Director**

*Discussion:*  Screenings are to be completed at the time of the call in their entirety. Intakes are to be completed at the time of intake as completely as possible. If for some reason the Intakes are not complete, then by all means complete them to the best of your ability and if you cannot use a sticker or post it to mark what needs to be completed. DO NOT highlight anything missing!

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Participants coming into shelter – Brandi B., Regional Director**

*Discussion:*  You must notify the supervisor of all incoming children into the shelter. This way we have a running total of children in the house and are not overlapping and end up with no bed for a child that is already scheduled to come in.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Calm Room** **– Brandi B., Regional Director**

*Discussion:*  During a re-evaluation of the calm room Walter and myself removed the shelfs from the room, noted that we need a keyed cabinet for storage and the closet door knob needs to be locking for safety purposes.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Kitchen (Paper plates) – Brandi B., Regional Director**

*Discussion:*  Paper plates are only to be used by staff. The participants are to use regular plates, cups and silverware.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Time Off (Paylocity) – Brandi B., Regional Director**

*Discussion:*  All transactions are to be completed through paylocity. Time off request, sick time request, punch corrections etc. all are to be completed in paylocity.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  Participants are not to have their own personal towels, we provide that. We wash clothes every single day and there is no reason for this to be an issue.

# *Outcome, Actions, Timeframe:*

*6. Sub-topic:* **Inventory/Lockup** **– Brandi B., Regional Director**

*Discussion:*  Inventory has got to be documented on the inventory sheet for each participant; everything has got to be listed. If it is a cell phone etc. it needs to be bagged and tagged with the participants name and put into lock up

# *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Brandi K. Bell |  | 8/27/2025 |

Name Date