**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **smiypnw091725**

Date: **September 17, 2025**

Time: **6:00PM**

Location: **IYP-NW**

Date of Next Meeting: **October 16, 2025**

Attendance:

Absent:

**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:* **UER – Brandi B. Regional Director**

*Discussion:*  Call the supervisor especially if a child is hurt or the UER is about a child in general, staff or an emergency. Complete the UER in its entirety.

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

A. File Audits and Case Record Review (reports and recommendations)

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

*Discussion:*  You are to complete all the paperwork during the intake, no blanks, no missing information etc.

*Outcome, Actions, Timeframe:*

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

*Discussion:*  You are to complete the entire screening at the time of the call or when you are conducting one in person, no blanks, no missing information etc.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Emergency Contacts – Brandi B., Regional Director**

*Discussion:*  We have to have a secondary person for the emergency contact; it can be a friend of the family, aunt, uncle, or grandparent.

*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:* **Checking yes on Suicide questions – Brandi B., Regional Director**

*Discussion:*  If a child answers yes to any of the five suicide questions, you are to send them over to Meridian Behavioral Health to be assessed. Once they return they are place on site and sound, you are to document that you sent them over to MBH, in the logbook, their file, and high light in blue. If the child is coming from Meridian, you will place them on site and sound, and then have the Counselor assess them, document in the logbook, their file, and high light in blue.

*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:* **Medications/Observations – Ms. Kathy H., RN**

*Discussion:* Make sure all medications have labels, if they are OTC they also need to have a script, otherwise we cannot give them or have in the facility. Make sure all medications are given on time. We have an alarm for medications to help as a reminder.

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

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

*Discussion:*  You are NEVER to mix bleach and Pine Sol EVER!

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Brandi K. Bell |  | 9/17/2025 |

Name Date