

# Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

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Meeting: **smiypnw103124**

Date: **October 31, 2024**

Time: **9:00AM**

Location: **IYP-NW**

Date of Next Meeting: **November 21, 2024**

Attendance: Kathy H., Ralph M., Carlton J., Bethany S. Roslyn C., Shalay C., Sharon M.,  
Tonda N., Walter D., Brandi B., Wanda J.

Absent: Laesha B., Josie J., Ta'mar J., Bessie S., Daphena W., Sabriena W.

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## **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:* **Training Totals for October Training Challenge**

*Discussion:* Ms. Shaylay has 17, Ms. Roslyn 6, Ms. Josie 2.

*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:*

*Discussion:* No discussion

*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 / Pyxis / Residential Nurse Observations**

*Discussion:* For a returning participant and what forms needed to be used. Mrs. Kathy showed the correct forms to use for NEW medications and medications that went out with a child on a visit and returned. The other issue was with OTC medications and the protocol for those which Mrs. Kathy explained that we had to have a doctor’s note that stated the child’s name and the medication that needs to be taken and how much and when. We also need a label for any of those types of medications to be in compliance with QI and State Standards.

*Outcome, Actions, Timeframe:*

**B. Counseling and Programming Issues**

*1. Sub-topic:* **Kitchen**

*Discussion:* Make sure you are cleaning up the kitchen after you have used it. That goes for the microwave, the stove, dishes, and utensils. Also sweeping and mopping the floors. Put everything back in an orderly manner not just thrown in the cabinets. If you see something that needs to be cleaned, clean it! It is ALL our jobs to clean, not just certain people.

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Furloughs for Thanksgiving**

*Discussion:* The children will be leaving on November 27 through the 29<sup>th</sup> for Thanksgiving furlough. The time leaving will be 4pm Wednesday and time returning on Friday will be 4pm.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Training November 30, 2024 with Ms. Naomi Thompson IYP-C**

*Discussion:* There is a DCF training at IYP-C with Ms. Naomi Thompson Saturday November 30, 2024. Let us know if you are going to this training as soon as you can Thank you.

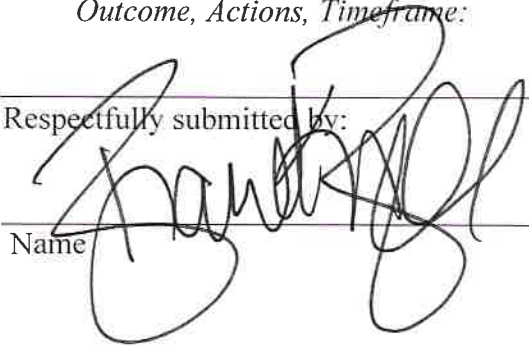
*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Staff Shout-Outs**

*Discussion:* Thank you so much for picking up shifts when needed, I do appreciate it very much! Our New staff are coming on and starting training ASAP!

*Outcome, Actions, Timeframe:*

Respectfully submitted by:



Name

10 | 31 | 24  
Date