

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: **smiypnw121324**

Date: **December 13, 2024**

Time: **9:30AM**

Location: **IYP-NW**

Date of Next Meeting:

Attendance: Jennifer B., Brandi B., Shalay C., Roslyn C., Walter D., Stephanie D., Kathy H.,
Josie J., Ta'mar J., Carlton J., Wanda J., Ralph M., Sharon M., Tonda
N., Dawn P., Bethany S., Bessie S. Daphena W., Sabriena W.

Absent: Laesha B., Quinisha H., Melissa T.

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:* **Time off Request**

Discussion: We need to have time off request in 2 weeks prior to the time you need off.
If there is an emergency, that's a different story. If you trade shifts with someone and they
don't show up, it's on you, not them!

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:*

Discussion: No discussion

Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

1. *Sub-topic:* **Documentation**

Discussion: When the children come in from ANY outing they are to be scanned and checked for contraband. This has to be documented in the log book that this has occurred according the QI.

Outcome, Actions, Timeframe:

VII. Other Business:

1. *Sub-topic:* **Cleanliness of the kitchen and shelter**

Discussion: You are responsible for the cleanliness of the kitchen and the shelter as a whole. If you see something that needs to be cleaned, clean it!

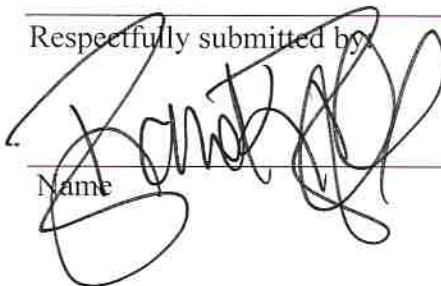
Outcome, Actions, Timeframe:

2. *Sub-topic:* **Employee Recognition Celebration. December 19, 2024**

Discussion: Event will be held at Muncas Taco Garden on December 19th 1:00-3:00 pm

Outcome, Actions, Timeframe: Staff Achievement and Longevity awards will be presented and holiday celebration festivities with lunch

Respectfully submitted by



Name

12/13/24

Date