

# Meeting Minutes

## CDS Family & Behavioral Health Services, Inc.

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Meeting: **smiypnw11625**

Date: **January 16, 2025**

Time: **9:00**

Location: **IYP-NW**

Date of Next Meeting: **February 20, 2025**

Attendance: Brandi B., Walter D., Kathy H., Carlton J., Wanda J., Ralph M., Sharon m.,  
Bethany S.

Absent: Shalay C., Roslyn, Quinisha H., Josie J., Ta'mar J., Tonda N., Dawn P., Bessie S., Melissa  
T., Daphena W., Sabriena W.

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### **I. Business Operations:**

#### **A. Monthly Budget (Revenue and Expenses)**

##### ***1. Sub-topic: OT – Brandi B., Residential Supervisor***

*Discussion:* There is to be no OT unless it is first approved by the supervisor. We are to be looking at PRN, Part-Time staff first before Full-Time to fill empty shifts.

*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 – Walter D., Administrative Assistant***

*Discussion:* Walter handed out and emailed training spreadsheets to all staff needing training. If you have any questions about training or training websites, let him know.

*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:* **Shift Reviews – Brandi B., Residential Supervisor**

*Discussion:* There are to be 3 previous shift reviews now, not 2. Review sign and date.

*Outcome, Actions, Timeframe:*

2. *Sub-topic:* **Gas – Brandi B., Residential Supervisor**

*Discussion:* When getting gas for the van/company vehicle you will need to put the mileage and your signature on the gas receipt.

*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/Pyxis training – Kathy H., RN**

*Discussion:* Reminder when you are using the Pyxis and there is a power outage, you will need a power source in order for it to continue to operate. We have an extension cord especially for the Pyxis machine. If for some reason the generator does not start you will have to break open the medication boxes. Do not forget to document everything!

*Outcome, Actions, Timeframe:*

##### B. Counseling and Programming Issues

###### 1. *Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

#### VII. Other Business:

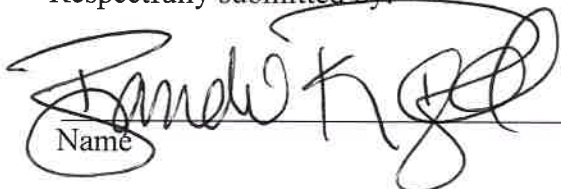
###### 1. *Sub-topic:* **Menus – Brandi B., Residential Supervisor**

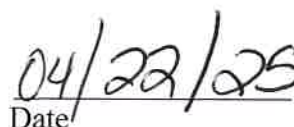
*Discussion:* There are no new menus at this time, so we are recycling the until we receive the new ones from our dietitian

*Outcome, Actions, Timeframe:*

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Respectfully submitted by:

  
Name

  
Date