

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: **smiypnw22025**

Date: **February 20, 2025**

Time: **9:00 am**

Location: **IYP-NW**

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

Attendance: Brandi B., Walter D., Kathy H., Victoria H., Josie J., Wanda J., Ralph M., Sharon M.,
Tonda N., Bethany S. Sabriena W.

Absent: Shalay C., Quinisha H., Ta'mar J., Carlton J., Dawn P., Bessie S., Melissa T., Daphena 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: **Training**

Discussion: Walter spoke about the importance of doing the training in a timely manner and if you are having issues with any training or training sites to let him know. Spreadsheets were spoke about with all staff in attendance and the importance of keeping track of their own trainings.

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:* **Bedtime and Waking up – Brandi B., Residential Supervisor**

Discussion: We had a discussion on what time the children should go to bed and what time they should be waking up. There have been some issue with the girls not wanting to get up in the morning, but then taking way too long to get dressed. We have set the following times to wake up during the week to 6am and for the weekend 8am. Bedtime for during the week will be 9pm and on the weekends 10 pm.

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: **Residential Nurse Observations – Kathy H.**

Discussion: Mrs. Kathy spoke about the importance of making sure you are giving the participants their medications on time and everything is documented. If there are any issues with or about medications get with Mrs. Kathy and let her know. As we head into the summer months remember that the children and even yourself need to stay hydrated and cool.

Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

1. Sub-topic: **Residential Counselor Observations – Tonda n.**

Discussion: At this time there is nothing to report.

Outcome, Actions, Timeframe:

VII. Other Business:

1. Sub-topic: **Introducing Victoria H., House Manager – Sabriena W., Director**

Discussion: Victoria H. is our House Manager as of today, we welcome her to the IYP-NW family. She has worked with children for the past several years and is now here with CDS.

Outcome, Actions, Timeframe:

2. Sub-topic: **Staff interactions in the bedrooms – Brandi B., Residential Supervisor**

Discussion: Do not get into any confrontations with other staff or the participants in the bedrooms. For your safety and the other persons safety if you feel there may be an issue with another staff or participant make sure you are in front of the camera. This is so there is no misunderstanding of what may or may not have happened.

Outcome, Actions, Timeframe:

3. *Sub-topic:* **Kitchen and cleaning and observations – Wanda J., Senior Youth Care Worker**

Discussion: Cleaning is not being done in the kitchen as it needs to be. You need to make sure you clean the kitchen, the dishes used and put them away where they should be and not just thrown in the cabinets. If you use the last of the kool-aide make sure you make some more for the next snack time. This is all our jobs, it's a team effort.

Outcome, Actions, Timeframe:

Respectfully submitted by:


Name

4/22/25
Date