

# Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

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Meeting: **smiypnw32025**

Date: **March 20, 2025**

Time: **9:00 am**

Location: **IYP-NW**

Date of Next Meeting: **April 17, 2025**

Attendance: Brandi B., Walter D., Carlton J., Wanda J., Ralph M., Sharon M.

Absent: Laesha B., Shalay C., Kathy H., Quinisha H., Victoria H., Josie J., Ta'mar J., Tonda N., Dawn P., Bethany S., Melissa T., Daphena 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:* **DCF Training – Walter D., Administrative Assistant**

*Discussion:* All DCF training has to be completed by Tuesday March 25, 2025. If you have any questions, see me.

*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:* **Fire Inspection**

*Discussion:* Our annual fire inspection will be conducted on March 24, 2025 at 9:00am. Make sure the shelter is ready for this inspection.

*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:* **DCF Audit – Brandi B., Residential Supervisor**

*Discussion:* Our DCF audit is on Wednesday March 26, 2025 at 9:00am. Make sure you are continuing to keep the shelter clean and organized. The files should be up to date and ready.

*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:* **Log Book (informal count)**

*Discussion:* We are now doing informal counts on all 3 shifts. Make sure this is happening and documented in the log book on all shifts.

*Outcome, Actions, Timeframe:*

2. *Sub-topic:* **Single Transports**

*Discussion:* The program has a transportation policy that is implemented by agency approved drivers. The basis of the policy is to avoid situations that put youth or staff in danger of real or perceived harm, or allegations of inappropriate conduct by either staff or youth. The best practice to prevent such situations is to have a 3rd party present in the vehicle while transporting a client. The procedure of the policy addresses the following: Approved drivers are agency staff approved by administrative personnel to drive client(s) in agency or approved private vehicle. Approved agency drivers are documented as having a valid Florida driver's license and are covered under company insurance policy. Third party is an approved volunteer, intern, agency staff, or other youth. Documentation of use of vehicle that notes name or initials of driver, date and time, mileage, number of passengers, purpose of travel and location. In addition to items one (1) through four (4), if a 3rd party cannot be obtained for transport: The client's history, evaluation, and recent behavior is considered. The agency approved driver's work performance and history indicates no inappropriate behavior is likely to occur. If a driver is transporting a single client in vehicle, there is evidence that the program supervisor is aware (prior to the transport) and consent is documented accordingly prior to the client transport. The transporting employee shall check-in by phone at agreed upon intervals with the senior program leader, or designee upon arrival and departure. Employee check-ins must be documented by manager or designee receiving the call.

Reference; Florida Network Standard 106 and Florida Network Policy and Procedure 5.08

*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:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

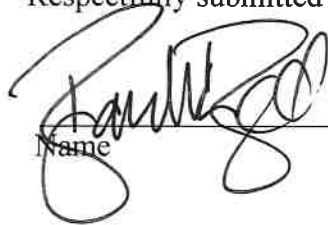
1. *Sub-topic:* **Staff Meetings**

*Discussion:* We discussed having staff meetings in the evening in order to have all staff at our meetings as it is a part of your job to attend ALL staff meetings. We all decided that evenings it will be at 6pm as for dates they will be discussed after our QI.

*Outcome, Actions, Timeframe:*

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Respectfully submitted by:

  
Name

04/22/25  
Date