

# Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

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Meeting: **smiypnw41725**

Date: **April 17, 2025**

Time: **6:00pm**

Location: **IYP-NW**

Date of Next Meeting: **May 15, 2025 pending final decision.**

Attendance: Brandi B., Laesha B., Shalay C., Walter D., Kathy H., Quinisha H., Josie J., Carlton J., Wanda J., Ralph M., Sharon M., Tonda N., Dawn P., Bethany S.

Absent: Victoria H., Ta'mar J., 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:* **Trainings Brandi B., Regional Director**

*Discussion:* All trainings must be completed by Tuesday April 22, 2025!

*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:* **QI – Brandi B., Regional Director**

*Discussion:* We have received our Official Notice for QI/CM Program Review FY 2024-2025 on Wednesday April 9, 2025. Make sure you have completed your trainings, make sure to keep the shelter as clean as possible, maintain the files and log book, document everything. Our QI is set for April 23<sup>rd</sup> and April 24<sup>th</sup> at 9:00am.

*Outcome, Actions, Timeframe:*

2. *Sub-topic:* **Participant files – Brandi B., Regional Director**

*Discussion:* No more lines through things, you have got to put N/A, not provided, etc. No blanks, Tag something if you see something you cannot fix. If you can fix it, then do so! Files must be completed at the time of Intake and discharge to the best of your ability!

*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:* **Contraband Searches – Brandi B., Regional Director**

*Discussion:* Every shift will conduct a contraband search, beyond the wandering of every participant coming into the shelter after every outing. 8 to 4 will be Wanda, Tonda, Victoria or Brandi.

*Outcome, Actions, Timeframe:*

2. *Sub-topic:* **Shift Reviews/Exchange – Brandi B., Regional Director**

*Discussion:* Make sure you are doing shift exchanges. These are very important to document so we know what has happened on the shift before us. Be sure that you are noting them in the log book.

*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/Observations – Mrs. Kathy H., RN**  
*Discussion:* If I am not here, you have got to give the medications. Pick an easy password to remember 8 characters long letters, numbers and symbols, if you have trouble remembering. Regardless, if I am not here ALWAYS give the medication! Monday through Thursday I am here at 6:30am. DO NOT send a child to school without taking their medications. The child can be taken to school after the medication has been taken. On the weekends I am here by 8:00am. If I am not here, give the medications! And always document.  
*Outcome, Actions, Timeframe:*

##### B. Counseling and Programming Issues

1. *Sub-topic:*  
*Discussion:* No discussion  
*Outcome, Actions, Timeframe:*

#### **VII. Other Business:**

1. *Sub-topic:* **Breakfast – Brandi B., Regional Director**  
*Discussion:* Complaints are still being made! We have a house manager that makes sure we have breakfast made or prepped, so there is no reason to make sure you are doing your part and making sure the participants are fed.  
*Outcome, Actions, Timeframe:*

2. *Sub-topic:* **Chore sheets – Brandi B., Regional Director**

*Discussion:* We are bringing back the chore sheets. We will now be using these on all 3 shifts. Items need to be washed after dinner, they don't need to be put away, but they must be washed. This will make sure that chores are spread evenly over ALL 3 shifts.

*Outcome, Actions, Timeframe:*

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Respectfully submitted by:

  
Name

04/22/25  
Date