**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: SNAP Meeting

Date: 01/17/23

Time: 5:00pm

Location: Zoom Meeting

Attendance: Hayley C., Leigh K., Devern W., Shalisa G., Lily S. and Intern Marika

Absent: Christina M. (Will be receiving meeting minutes through email)

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframes:*

C. Regulatory Issues

*1. Sub-topic:* **Florida Network Updates received during calls/emails.**

 *Discussion:* Consultation calls will be twice a month on Wednesdays, but at the moment Facilitators are not required to attend.

 *Outcome, Actions, Timeframe:* **SNAP Supervisor will keep all staff updated for future updates. In addition, if Facilitators will be required to attend future calls.**

*2. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Staffing /Outreach Updates**

 *Discussion:* Two applicants are in the hiring process. By the end of Jan. the SNAP Team should have two new SNAP Facilitators in the team. Outreach is still going well, working with Paula, attending different events in the community. SNAP Team is encouraged to let Supervisor or Case Manager know if they are aware of any family/children events in the community that the SNAP Team can possibly join to inform the community about the CDS Services.

 *Outcome, Actions, Timeframe:* **SNAP Team goal is to continue growing in the community and by next month have new outreach events that have been conducted/provided throughout the next few weeks.**

*2. Sub-topic:* **Pending List**

 *Discussion:* Supervisor informed each staff that needs to turn in transcripts and auto insurance. In addition, informed all staff that they will be receiving their evaluations.

 *Outcome, Actions, Timeframe:* **Evaluation and all required HR should be completed by the ending of Jan. 2023.**

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

B. Self-Inspections (Reports, analysis, and recommendations)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Incident Reports (Reports, analysis of trends, recommendations)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

A. File Audits and Case Record Review (reports and recommendations)

 *1. Sub-topic:*

*Discussion:*

 *Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1.**Sub-topic:*

 *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:*

 *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:*

 *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:*

 *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:* **SNAP Group Sessions**

 *Discussion:* Spring Groups will begin Jan. 23rd and 24th with Open House. Monday Facilitators: Leigh, Evelitza and Christina and Volunteers Sophia and Sofia and Tuesday Facilitators: Leigh, Shalisa, Hayley and Devern and Volunteers Sofia and Christina. At the time of this meeting 3 intakes have been completed for Monday groups and 2 has been completed for Tuesday Groups.

 *Outcome, Actions, Timeframe:***Supervisor will see all Facilitators next week for Open House.**

**VII. Other Business:**

*1. Sub-topic:* **SNAP services is growing. Lake City SNAP.**

 *Discussion:* The Fl. Network has approved the SNAP Program in the Lake City area.

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Evelitza Soto- signed electronically  |  | 01/17/23 |

 Name Date