**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 01/30/2024

Time: 5pm

Location: SNAP Parents Room

Date of Next Meeting: Feb. 2024

Attendance: Eric, Lyanne, Amanda, and Hayley

Absent: Shalisa

**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:* **SNAP Facilitator Hiring possibly in Feb. 2024.**

 *Discussion:* SNAP Gainesville will need to hire SNAP Facilitators a few months before the next SNAP Facilitator training which is scheduled for April of 2024. If any staff knows anyone that would be a SNAPtastic with the SNAP Team, please let them know about the program.

 *Outcome, Actions, Timeframe:* Ongoing.

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

*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:* **New training requirements for SNAP Facilitators**

 *Discussion:* During the QI Audit, it was brought to the SNAP Team attention that the SNAP Facilitators are required to complete all training (Intranet, Skillpro, and Bridge). Supervisor has been working with staff and as of today two Facilitators have completed all of the Intranet trainings, but as a whole there is many more training required for the team.

 *Outcome, Actions, Timeframe:* Ongoing. Supervisor will be informing Facilitators of what specific trainings and due dates for the trainings after meeting with COO Cindy Sterling.

E. Participant Complaint and Grievance

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

F. Planning Documents (reports, status of goals and objectives, reformulation)

*1. Sub-topic:* **SNAP Clinical Goal**

 *Discussion:* SNAP Clinical is running two SNAP Boys groups on Tuesdays and Wednesdays, which started with Open House on Jan. 16th and 17th. Goal for SNAP Clinical is to start a SNAP Girls Group by March, but it’s depending on staff availability.

 *Outcome, Actions, Timeframe:* Ongoing, Supervisor will be finding out which staff is able to facilitate three groups a week.

*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:* SNAP will continue to connect with School Counselors/BRTs/Social Workers and so forth to inform School Administrations about the SNAP groups and possibly continue to receive SNAP Referrals. If any SNAP Staff is aware of any community events for the next few months, please let Supervisor know. Hopefully the SNAP team can attend different events throughout the community to share the SNAP Program.

#  *Outcome, Actions, Timeframe:* Ongoing.

# 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:* **Volunteers Needed**

 *Discussion:* SNAP team is in need of future volunteers. If any SNAP Staff is aware of anyone that is interested in volunteering during the SNAP Clinical groups, please send them to Supervisor. Volunteers are extremely helpful during groups by helping set up, watching the siblings and providing extra support in the group settings.

 *Outcome, Actions, Timeframe:* Ongoing.

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 make

 *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:* **SNAP New Material Training**

 *Discussion:* There is a SNAP Annual Refresher Training on Bridge that is due by tomorrow the 31st.

 *Outcome, Actions, Timeframe:* Ongoing

Respectfully submitted by:

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| Evelitza Soto |  | 01/30/24 |

 Name Date