**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 10/31/23

Time: 5pm

Location: Meeting Minutes sent out through Email

Date of Next Meeting: November 27th

Attendance: Eric, Lyanne, Amanda, Shalisa, Hayley

Absent: None

**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 Jan. 2024.**

 *Discussion: SNAP Gainesville will need to hire SNAP Facilitators a few months before the next SNAP Facilitator training which is scheduled for March/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:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

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 planning on conducting three groups in the New Year. Starting off with two groups in Jan. on Tuesdays and Wednesdays. If any staff is aware of what days they can commit to already, please let Supervisor know as soon as possible. Then the third group will possibly start the first or second week of Feb. on Mondays, please let Supervisor know if you can commit to the groups on Mondays as well.*

 *Outcome, Actions, Timeframe:* Ongoing.

*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:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Evelitza Soto |  | 10/31/2023 |

 Name Date