**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: SNAP Staff Meeting

Date: 5/31/23

Time: 8:30-9:00 am

Location: Zoom

Attendance: Leigh K, Christina M, Kimberly B.

Absent: Karima W. (excused)

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **Referrals/outreach**

*Discussion:* Screening/intake in progress for upcoming 6-8 yo girls group; Potential sources for new referral (schools, churches, daycares, summer programs, pediatrician)

*Outcome, Actions, Timeframe:* **Supervisor will continue ongoing outreach efforts; staff encouraged to share information about services within community and personal networks; staff provided with website for self-referral. Kim expressed interest in assisting with future outreach efforts in Suwanee Co.**

*2.* *Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:* **Florida Network Updates received during calls/emails; upcoming SNAP Lead**

*Discussion:* Network program updates to be received at SNAP Lead; staff will be notified of scheduled calls and pending changes to manual.

*Outcome, Actions, Timeframe:* **SNAP Supervisor will keep all staff updated for future updates and inform Facilitators of scheduled calls.**

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

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

*Discussion:* Still seeking 2-3 additional facilitators, 1 Case Manager, and 2-3 volunteers for in-person fall groups

*Outcome, Actions, Timeframe:* **SNAP Team members encouraged to network and refer interested applicants; Supervisor will continue to utilize Indeed posting and reach out to career services at Florida Gateway College for staff and volunteers.**

*2. Sub-topic:* **Training**

*Discussion:* All training current; staff reminded about training documentation log.

*Outcome, Actions, Timeframe:* **All staff to provide documentation of completed trainings prior to group start next week.**

*3. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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:* No 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:*

*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:*

*Outcome, Actions, Timeframe:*

C. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **Zoom Group**

*Discussion:* Protocols for virtual services/security

*Outcome, Actions, Timeframe:* **All staff will adhere to privacy protocols for zoom services.**

*2.* *Sub-topic:* **On-site cameras/security**

*Discussion:*Staff notified of pending updates to building cameras for all participant rooms/sibling room, lobby overhead, and parking lot.

*Outcome, Actions, Timeframe:* **Supervisor will continue to work with IT on installation of new equipment prior to start of in-person fall group.**

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:*Manual updates pending for July 1st

*Discussion:* Staff notified of potential changes to program manual for new fiscal year; more information will be provided at SNAP Lead.

*Outcome, Actions, Timeframe:***Supervisor will share updates with staff as they are provided by Florida Network.**

**VII. Other Business:**

*1. Sub-topic:* **Scheduling**

*Discussion:* Schedule for summer groups beginning 6/7/23

*Outcome, Actions, Timeframe:* **Pre-brief/debrief to occur weekly between 5:00-6:30 prior to Wednesday group; staff will notify Supervisor as far in advance as possible of planned travel/as soon as possible for emergencies to allow for adjustments to scheduled services and insure at least 2 facilitators are present for all sessions**

*2. Sub-topic:*

*Discussion:*.

*Outcome, Actions, Timeframe:*

Respectfully submitted by: Leigh Kassem, M.A. SNAP Supervisor (5/21/23)

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| ***Leigh Kassem* (Signed electronically)** |  | 5/21/23 |

Name Date