**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: SNAP Meeting

Date: 03/21/23

Time: 5:30pm

Location: SNAP Parents Room and Zoom

Attendance: Leigh K., Shalisa G., Dominique I., Eric H., Lily S. and Intern Marika

Absent: Devern W., Hayley C., and Intern/Facilitator Christina M.

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **New IYP-C ground-breaking** (Information was provided during EMT)

*Discussion:*  Tentative plan to be held during early May.

*Outcome, Actions, Timeframe:* **Pending/ date to be determined.**

*2.* *Sub-topic:* **Outreach activities & Safe Place** (Information was provided during EMT)

*Discussion:*  Safe Place Week Starts 3/22/23; April is Child Abuse Prevention Week, Palatka Child Abuse Prevention Month block party on April 5th from 3-6 pm at 1910 Reid Street. Numerous community partners, vendor, food trucks, music/band, games for youth. So far 21 agencies are planning to participate.

*Outcome, Actions, Timeframe:* **Marianna will send flyer to CDS staff for distribution.**

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, Supervisor will inform Facilitators if they are 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:* SNAP Gainesville is in the process of hiring a SNAP Case Manager and SNAP Facilitators. The position is on Indeed. Outreach is going well, SNAP Team is connecting with schools and different events in the community.

*Outcome, Actions, Timeframe:* **SNAP Team goal is to continue growing in the community. SNAP Team will be informed when new staff is hired.**

*2. Sub-topic:* **Agency Policy Discrimination Discussion (During EMT this was encouraged to discuss with the staff).**

*Discussion:* Discrimination policy was reviewed (Reminded that the information was in the employee handbook that was updated and provided to all staff last month.

*Outcome, Actions, Timeframe:* **ongoing.**

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

*Discussion:* Supervisor informed each staff that needs to turn in transcripts and auto insurance. Reminded staff that if they have any new/update auto insurance if they could email/text a picture to provide to HR.

*Outcome, Actions, Timeframe:* **All forms have been turned in to HR for the month of March. Ongoing for any new developments.**

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:* **April SNAP Group**

*Discussion:* New group starting on April 5th for older boys. Which staff will be available to facilitate on Wednesdays was discussed: Dominique, Eric, Shalisa and Leigh.

*Outcome, Actions, Timeframe:***Ongoing.**

**VII. Other Business:**

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

*Discussion:* Lake City is hiring for SNAP Case Manager and Facilitators if you know anyone in that area, please send their information to Leigh or have them reach out to Leigh directly.

*Outcome, Actions, Timeframe:* Lake City will begin providing services after July 1st.

Respectfully submitted by:

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| Evelitza Soto- signed electronically |  | 03/21/23 |

Name Date