**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: SNAP Meeting

Date: 6/24/24

Time: 5:00pm

Location: SNAP Parents Room

Date of Next Meeting: 07/29/24

Attendance: Lyanne, Eric

Absent: Amanda, Hayley, and Shalisa (Emailed Meeting Minutes)

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Overtime**

 *Discussion:*  There will be an increased emphasis by the BOD on overtime costs for all programs and administration.

 *Outcome, Actions, Timeframe:* **Please reduce overtime where possible. All overtime should be reported in advance to Phil/Cindy for approval when possible.**

B. Marketing and Business Development

*1. Sub-topic:* **Annual Celebration and Meeting at the 1908 Grand in Gainesville.**

 *Discussion:* November 14th, 6:00 pm-8:00 pm

 *Outcome, Actions, Timeframe:* **Phil and Board member, Debbie, are planning the agenda.**

C. Regulatory Issues

*1. Sub-topic:* **CARF**

 *Discussion:* We have not yet received our final report/accreditation.

 *Outcome, Actions, Timeframe:* **We will notify all when received.**

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Application form HR-1007 updated 3/24**

 *Discussion:* Ensure everyone is using the updated application with the EEOC attached page.

 *Outcome, Actions, Timeframe:* **Please remind your team and check to ensure old forms are not being utilized.**

2. *Sub-topic:* **Emergency Contact/Information**

*Discussion:* Please update all forms with your team and ensure you have the Emergency Contact box available to take with you in case of an emergency exit from building.

 *Outcomes, Actions, Timeframe:* **Please forward forms to HR upon completion.**

*3. Sub-Topic:* **SNAP LEAD Training (July 22nd to 25th)**

 *Discussion:* During the SNAP Lead training next month, SNAP Team will be receiving more information on new documents that will be required to be used starting with the new groups*.* For the July Meeting staff will receive the information provided during this training.

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

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *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:*

 *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:* **Updated SNAP documents/Reminder**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Please ensure all staff are using the most recent forms from Intranet.**

*2. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*4. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

E. Participant Complaint and Grievance (specific and quarterly review of trends)

*1. Sub-topic:* None

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*4. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*5. Sub-topic:*

 *Discussion:*

#  *Outcome, Actions, Timeframe:*

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2. 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:*  No discussion

 *Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2.* *Sub-topic:*

 *Discussion:*

 *Outcome, Action, 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:*

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **New Gainesville Shelter**

 *Discussion:* Getting very close to final inspections. Anticipate certificate of occupancy in early July with furniture move in during middle July. Plan to transfer any shelter youth to East and NW if possible. Open House planned for August.

 *Outcome, Actions, Timeframe:* **Cindy will provide specific updates when available.**

*2.* *Sub-Topic:* **SNAP Staff Dinner**

 *Discussion:* SNAP Staff dinner will be possibly July 12th if approved by Fiscal Team.

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

Respectfully submitted by:

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| Evelitza Soto  |  | 06/24/24 |

 Name Date