**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: SNAP Meeting

Date: 10/29/24

Time: 5:00pm

Location: SNAP Parents Room

Date of Next Meeting: November

Attendance: Andrea, Lyanne, Virginia, Eric, Marcus, and Amanda

Absent: Shalisa and Hayley

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **Annual Celebration and Meeting at the 1908 Grand in Gainesville, for EMT Staff only. There will be a Staff Appreciation Dinner in December sometime.**

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

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

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Training Updates**

 *Discussion:* SNAP Staff were provided a list of trainings they need to have completed soon.

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

2. *Sub-topic:*

*Discussion:*

 *Outcomes, Actions, Timeframe:*

*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 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:* **Policy Updated for CPR Training:****In-Person by a CPR Certified Instructor**

 *Discussion:* Will keep staff informed if they are required to take an in person CPR class if their certification is valid.

 *Outcome, Actions, Timeframe:* **Pending.**

*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:* **SNAP Fall Groups Challenges**

 *Discussion:* Discussion was made about the Tuesday Groups challenges and how to proceed with providing services to the families on Tuesdays.

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

*2.* *Sub-Topic:* **SNAP Girls Group, beginning soon.**

 *Discussion:* Intakes have started for the upcoming girls group. Discussion was made on who would be able to Facilitate and who would not be able to. The goal is to have at least 7 Families in the Girls Group and the groups will be provided on Mondays. Starting date is still pending, but goal is to start by Nov. 18th.

 *Outcome, Actions, Timeframe:* **Pending.**

Respectfully submitted by:

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| Evelitza Soto  |  | 10/29/24 |

 Name Date