**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: SNAP Meeting

Date: 02/21/23

Time: 5:30pm

Location: SNAP Parents Room and Zoom

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

Absent: Devern W.

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframes:*

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:* **Rebranding ribbon cutting- 02/28/23 at 1pm at Bivens location.**

*Discussion:* The rebranding will take play on Tuesday the 28th from 1pm to 3:30pm. Supervisor is aware that all staff will be at their full time jobs, but if they are able to join that would be SNAPtastic. Also, a request/encouragement for staff that Facilitate that night once they come in at 5pm if cleanup has not been completed, if they could help.

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

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. 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:* **Updated employee handbook**

*Discussion:* All staff was provided the employee handbook and was able to sign the employee handbook acknowledgement. Also, emergency contact information was updated.

*Outcome, Actions, Timeframe:* Employee handbook acknowledgement and emergency contact forms will be provided to HR- Angie.

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

*Discussion:* Supervisor informed each staff that needs to turn in transcripts and auto insurance.

*Outcome, Actions, Timeframe:* **All forms requested should be turned in no later then Feb. 27th.**

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:* **SNAP Group Sessions**

*Discussion:* Late Spring Groups will begin the ending of March/Beginning of April on Wednesdays. Staff was asked who would be able to facilitate on Wednesdays if it’s a boys group and who would be able to facilitator if it’s a girls group?

*Outcome, Actions, Timeframe:***Ongoing. Will inform staff once it’s been decided which group will be provided on Wednesday nights.**

**VII. Other Business:**

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

*Discussion:* Leigh has been officially hired a few weeks back as the SNAP Supervisor for Lake City. For the Lake city location, Leigh is in the process of hiring for SNAP Case Manager and SNAP Facilitators. If staff has anyone that lives or works in that area, please send them to the Lake City Indeed positions, also staff can find the open positions on the CDS Website.

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

Respectfully submitted by:

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| Evelitza Soto- signed electronically |  | 02/21/23 |

Name Date