**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 02/28/2024

Time: 7:45pm (After Group Session)

Location: SNAP Parents Room

Date of Next Meeting: March 2024

Attendance: Eric, Lyanne, and Amanda

Absent: Shalisa and Hayley

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **SNAP Facilitator Hiring**

*Discussion:* SNAP Gainesville will need to hire SNAP Facilitators a few months before the next SNAP Facilitator training which is scheduled for April of 2024. If any staff knows anyone that would be a SNAPtastic with the SNAP Team, please let them know about the program.

*Outcome, Actions, Timeframe:* Ongoing.

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:*  No 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:*  No discussion

*Outcome, Actions, Timeframe:*

C. Incident Reports

*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:*  No discussion

*Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:*

*Discussion:* No Discussion.

*Outcome, Actions, Timeframe:*

E. Participant Complaint and Grievance

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **SNAP Clinical Goal**

*Discussion:* SNAP Clinical is running two SNAP Boys groups on Tuesdays and Wednesdays, which started with Open House on Jan. 16th and 17th. Goal for SNAP Clinical is to start a SNAP Girls Group by March, but it’s depending on staff availability. Intake process has started for the Girls Program.

*Outcome, Actions, Timeframe:* Ongoing.

*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:* SNAP will continue to connect with School Counselors/BRTs/Social Workers and so forth to inform School Administrations about the SNAP groups and possibly continue to receive SNAP Referrals. If any SNAP Staff is aware of any community events for the next few months, please let Supervisor know. Hopefully the SNAP team can attend different events throughout the community to share the SNAP Program.

# *Outcome, Actions, Timeframe:* Ongoing.

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

*1. Sub-topic:* **Volunteers Needed**

*Discussion:* SNAP team is in need of future volunteers. If any SNAP Staff is aware of anyone that is interested in volunteering during the SNAP Clinical groups, please send them to Supervisor. Volunteers are extremely helpful during groups by helping set up, watching the siblings and providing extra support in the group settings.

*Outcome, Actions, Timeframe:* Ongoing.

C. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:* **CARF Audit will be in April.**

*Discussion:*

*Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:*

*Discussion:*  No discussion make

*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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

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

*Discussion:* Staff continue to complete the training required on Skill Pro and Bridge. Excel has been created to get track of the trainings. All Trainings should be completed by no later than Mid-March.

*Outcome, Actions, Timeframe:* Ongoing

Respectfully submitted by:

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| Evelitza Soto |  | 02/28/24 |

Name Date