**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 05/28/2024

Time: 5:00pm

Location: SNAP Parents Room

Date of Next Meeting: June 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 and Case Manager Hiring**

 *Discussion:* SNAP Gainesville will need to hire a few more Facilitators to have a full-time for multiple groups a week for the new year. Also, the Case Manager position is now available.

 *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 Monday girls group is going well, but we do have two families that are not attending regularly. Discussion on how to maintain families attending group and the importance of the families joining. Once the SNAP Monday Girls group is completed the next SNAP clinical groups will not begin till fall of this year.

 *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:*

 *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

*2.* *Sub-topic:* **Summer Plans**

 *Discussion:* SNAP Gainesville team will be conducting SNAP in Schools and Community sessions at Girls Place beginning June 11th. In addition, there will be 5 mini SNAP sessions provided to the Library Partnership Resource Center Summer program starting on June 12th. Discussion on which staff would be available to help if needed and possible.

 *Outcome, Actions, Timeframe:* Ongoing.

Respectfully submitted by:

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| Evelitza Soto |  | 05/28/24 |

 Name Date