**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: SNAP Meeting

Date: 05/31/23

Time: 5:30pm

Location: SNAP Parents Room and Zoom

Attendance: Dominique I., Eric H.

Absent: Lily S., Shalisa G., Hayley C. (Sent through email the meeting minutes)

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **Outreach for the summer plan.**

*Discussion:* During the summer SNAP will be joining the Library Partnership Resource Center summer program for the month of June and July to provide Mini SNAP Sessions; SNAP will be conducting SIS-C Sessions at Girls Place starting June 5th till the ending of July. SNAP is in the process of connecting with a summer program in Levy county and Boys & Girls Club.

*Outcome, Actions, Timeframe:* **ongoing.**

*2.* *Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:* **Florida Network Updates received during calls/emails.**

*Discussion:* Consultation calls have stopped for the summer. SNAP Lead Training will be in July. During the SNAP Lead, there is a chance of a change in manuals that the SNAP Team will be using for groups. If there is new manual, there will be training involved.

*Outcome, Actions, Timeframe:* **SNAP Supervisor will keep all staff updated as soon as the information is provided.**

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Staffing /Outreach Updates**

*Discussion:* SNAP Gainesville is in the process of hiring 4 SNAP Facilitators. The position is on Indeed.

*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:* **HR update (Angie L)**

*Discussion:* Open enrollment (with Florida Blue) period will begin 6/5/23. Track background screening documents (send to oneself and to HR).

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

*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 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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Evelitza Soto- signed electronically |  | 05/31/23 |

Name Date