**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: SNAP Gainesville

Date: 01/14/25

Time: 5pm

Location: SNAP Office

Date of Next Meeting:

Attendance: Amanda, Eric, Hayley, Andrea, Virginia, Lyanne

Absent: None.

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Overtime**

 *Discussion:* All CDS employees must receive approval *before* any team member works overtime hours. Any timesheet with overtime must have a notation at the bottom as to when and who approved the number of hours. An example of unavoidable overtime was discussed.

 *Outcome, Actions, Timeframe:* **All overtime must be approved by the COO or CEO. A time sheet that indicates overtime should also have the date, who approved, and # of hours approved.**

B. Marketing and Business Development

*1. Sub-topic*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2. Sub-topic*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*3. Sub-topic*

 *Discussion:*

 *Outcome, Actions, Timeframes:*

4. *Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframes:*

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

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

*Discussion:* Today we are going to be working as a team to review and organize which trainings are needed to be completed (Skill pro, Bridge, DCF Website).

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

2. *Sub-topic:* **Hiring 2 Facilitators**

*Discussion:* SNAP is in the process of needing 2 more Facilitators.

 *Outcomes, Actions, Timeframe:* **Ongoing.**

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:*

 *Outcome, Actions, Timeframe:*

B. Self-Inspections (Reports, analysis, and recommendations)

*1. Sub-topic:*

 *Discussion:*  No 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:*  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 (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:* Strategic Plan

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* Accessibility Plan/Volunteer and Youth Participation Plan

 *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:*

 *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:*

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **SNAP Winter/Spring Groups Starting with Open House last week of Jan.**

 *Discussion:* The Goal this year is to start two new groups by the first of Feb. either two boys groups or one of each. Monday groups will still be running till April. These two new groups will be held on Tuesdays and Wednesdays. Discussion on who will be Facilitating on which days was completed.

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

**VII. Other Business:**

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Evelitza Soto  |  | 01/14/25 |

 Name Date