**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: SNAP Gainesville

Date: 04/08/25

Time: 5pm

Location: SNAP Office

Date of Next Meeting: May, 2025

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:* There will be a day in May that we will schedule to review training files to ensure everyone is up to date with their requirements.

 *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:* **Summer Program Ideas discussed**

 *Discussion:* Girls Place invited the SNAP Team back this summer to provide SNAP in School sessions to two different classes. Schedule will be created soon and provided to the team to ensure all sessions are covered during the whole summer break.

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

**VII. Other Business:**

*1. Sub-topic:* **SNAP Youth Probation**

 *Discussion:* Lyanne is officially SNAP Youth Probation Supervisor and is currently hiring case managers for the program.

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

Respectfully submitted by:

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| Evelitza Soto  |  | 04/08/25 |

 Name Date