**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: SNAP Gainesville

Date: 05/28/25

Time: 7:45pm

Location: SNAP Office

Date of Next Meeting: June, 2025

Attendance: Eric, Hayley, Andrea

Absent: Amanda and Virginia

(emailed meeting minutes to the whole team)

**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 June 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 Plan**

*Discussion:* SNAP will be located at Girls Place, SWAG and Library Partnership providing SNAP in Schools and Communities starting June 9th till August 5th.

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

**VII. Other Business:**

*1. Sub-topic:* **SNAP Justice**

*Discussion:* SNAP Youth training is next week. Caroline has officially joined the team and was introduced to everyone on 05/27/25. SNAP Justice is still hiring for one more Case Manager position, if any staff knows of anyone please send them to Lyanne.

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

*2. Sub-topic:* **New Forms coming (Pre and De Brief Form)**

*Discussion:* During consultation call on 05/28, it was discussed that the Fl. Network is in the process of updating the Pre- De Brief forms. Once the form is updated and completed, the SNAP Team will need to use the new format. Estimated time to start using the form will be after SNAP Lead Training in July.

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

*3. Sub-topic:* **Outreach Event in Planning**

*Discussion:* SNAP Team is in the process of working with Outreach Specialist Joy C. to create a Outreach Event for the whole agency in July. All Staff members are welcomed to join and help out on this day. The date of the event is scheduled at the moment for July 19th. Planning is still in process.

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

Respectfully submitted by:

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| Evelitza Soto |  | 05/28/25 |

Name Date