**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: SNAP Gainesville

Date: 06/25/25

Time: 6:00pm

Location: SNAP Office

Date of Next Meeting: August (July there will be no staff meeting due to SNAP Lead Training)

Attendance: Eric, Hayley, Andrea, Amanda, Lyanne, Caroline, and Jesika

Absent: New Staff that were at training Jovante and Calya

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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:* All training for Bridge, Skillpro, and Intranet should be completed before the ending of the fiscal year which is June 30th.

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

2. *Sub-topic:* **Hired 2 new Facilitators.**

*Discussion:* 2 New Facilitators were hired and are at the Facilitator training this week. They will be joining our following meeting prior to groups starting.

*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:* A lot of growth with the SNAP Justice program with Lyanne and her team. Referrals should start coming in soon for the program. Cool Thoughts SNAP Justice Team: You got this!

*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:* **SNAP Lead Training July 21st to 24th**

*Discussion:* During this training the SNAP Team will receive updated information. All the Facilitators and staff that is unable to join this Training in Orlando will be informed of the changes or updates in the following staff meeting.

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

Respectfully submitted by:

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| Evelitza Soto |  | 06/25/25 |

Name Date