**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: SNAP Gainesville

Date: 08/12/25

Time: 5:00pm

Location: SNAP Office

Date of Next Meeting: September 2025

Attendance: Hayley, Andrea, Amanda, Jovante, Calya, and Volunteer: Oluwaseyi

Absent: Eric (Supervisor text to schedule a day to meet to provide updated information, waiting for a response back).

**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 will need to be completed by their due dates for the new fiscal year. Also, there is a new training that takes the place of the DOH Modules 1-3, called, “**DCF Foundations of Disability Rights.”**

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

2. *Sub-topic:*

*Discussion:*

*Outcomes, Actions, Timeframe:*

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:* **SNAP Goal for the FY2526**

*Discussion:* This Fiscal year, the goal is to ensure the whole contract is successfully succeed prior to June 30th 2026. To accomplish this goal, the team needs to work together

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Volunteer Plan**

*Discussion:* This fiscal year, the SNAP Team will like to work on having more volunteers help out in the group settings, but also in outreach events and providing support during other SNAP Activities.

*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:* **Fall Group Ideas and Goals**

*Discussion:* SNAP Girls Group will begin with Open House on August 19th and SNAP Boys Group on August 20th. The goal is to start with Session 1 the following week: August 26th girls group and August 27th boys group. Schedule was created as a team following Facilitators will be facilitating this semester: Andrea, Amanda, Hayley, Jovante. Siblings’ room will be covered by SNAP Facilitator Calya and Volunteer Oluwashseyi.

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

**VII. Other Business:**

*1. Sub-topic:* **SNAP Lead Updates**

*Discussion:* During SNAP Lead a few updates were provided for the SNAP team. Makeup sessions will have to be 45 minute sessions. Florida Network is providing updated Prebriefs and Debrief form, to ensure we are going over all the session requirements and challenges before and after group (These forms will need to be completed on the session day and then downloaded to Onedrive). Supervisory Review is being encouraged to be completed on a format that the Florida Network will be providing later on, and to be completed either monthly or quarterly. The Team decided having these reviews right after the group cycles (Fall- December and Spring- April/May).

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

*2. Sub-topic:* **Policy Updates**

*Discussion:* No virtual sessions are allowed to be completed. Prebriefs and Debriefs need to be at least no less than 45 minutes long. Siblings room will need to take attendance (form is pending). There are more policy updates, but the information is pending.

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

*3. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Evelitza Soto |  | 08/12/25 |

Name Date