**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: SNAP Gainesville

Date: 09/22/25

Time: 5:00pm

Location: SNAP Office

Date of Next Meeting: October 2025

Attendance: Hayley, Andrea, Jovante, and Eric

Absent: Amanda and Calya (Supervisor will meet with Amanda and Calya prior to group this week)

**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, Skill pro, and Intranet will need to be completed by their due dates for the new fiscal year.

 *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:* **Florida Network Policy and Procedures have been updated.**

 *Discussion:* SNAP Team reviewed all SNAPU12 Policy’s, discussed all of the new changes. Makeup Sessions are required to be 45 minutes (Is one that affects the whole team), SNAP Team will be working on completing makeup session before the next group session. Pre and De Brief Forms have been added and are required to be 45 minutes as well.

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

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:*

 *Discussion:*

 *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:* **Ongoing.**

*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:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **SNAP Fall Groups Updates**

 *Discussion:* Tuesdays and Wednesdays groups are going well overall. New Pre and De briefs forms discussed again in details on how during these groups the pre briefs are required to be 45 minutes long meaning all staff has to arrive on time (by 5pm).

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

*2. Sub-topic:* **The Krizner Group: Social Media Guide**

 *Discussion:* Flyer that was provided from The Krizner Group was provided to all staff in attendance. Questions were asked and discussed.

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

*3. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Evelitza Soto  |  | 09/22/25 |

 Name Date