

CLA Board of Directors  
Executive Summary

**Date:** Monday, January 24, 2022

**Location:** Virtual Meeting via TEAMS

**Presiding:** John Gardner

Board Members Present

Guests

Absent

Recorded by:

Gardner, Deist, Larson, Schmidt, Brietzman, Jones
Todd Costello, Executive Director; Anne Speigle, Executive Assistant,
Ekloff, DiPiazza
Speigle

Todd Costello called the meeting to order at 4:30 pm.

**Minutes:**

Motion:	Motion to approve the October 25, 2021, Meeting Minutes
Made by:	Ekloff
Second:	Gardner
Status:	Approved

**Financials:** Current ratios are in alignment and recognition goes to current Director of Finance, who has done an extraordinary job.

**COVID-19:** Still following all CDC and Public Health guidelines

**Staffing and Capacity:** Currently have an accepted offer for an RN to begin working in March 2022. The Scheduling Team reported that the Holiday Incentive Plan resulted in 70 additional shifts covered over the holidays.

**EVV:** Soft launch has been indefinitely extended. The team has designed an aggressive plan to continue to onboard and train our Supported Living Agencies on MITC.

**Marketing/ Outreach:** CLA distributed our annual Client Quality/ Satisfaction survey on January 12, 2022.

**HR:** HR department continues building recruitment branding/messaging and enhancing social media reach to passive candidates. HR department is tracking caregiver retention among new hires. CLA is currently at 87.5% 90-day retention of unmatched PCW (Personal Care Worker) hires.

**IS:** Final department to transition to TEAMS phones will be completed by February 1, 2022.

**Next Meeting:** February 28, 2022 via TEAMS

**Adjourn:**

Motion:	To adjourn the meeting at 5:31
Made by:	Larson
Second:	Gardner
Status:	Approved