

CLA Board of Directors
Executive Summary

Date: Monday, February 28, 2022

Location: Virtual Meeting via TEAMS

Presiding: John Gardner

Board Members Present

Guests

Absent

Recorded by:

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

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

Todd Costello presented the **2022 CLA Strategic Plan and Budget**

Cathy Putnam presented the **2022 CLA Financial Plan and Budget**

Motion:	Motion to approve the 2022 Financial Plan and Budget
Made by:	Gardner
Second:	Larson
Status:	Approved

Due to many of the board members being absent, Financial Plan and Budget documents were sent via email to other board members for approval. Received approval from Ekloff, DiPiazza and Schmidt

Minutes:

Motion:	Motion to approve the January 14, Meeting Minutes
Made by:	Larson
Second:	Gardner
Status:	Approved

Financials: Current ratios are in alignment.

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

Building Leased Space Update: CLA signed a listing contract with Plato Commercial Real Estate, to market our available space to potential tenants.

Staffing and Capacity: HR is currently recruiting for an HR/Payroll Specialist as well as an RN position.

EVV: Progress continues in training staff resulting in greater utilization of the MITC system for timekeeping

Marketing/ Outreach: CLA's Annual Quality Client Survey was mailed in January with a return rate so far of 25%. Initial review of data shows:

- 99-100% of respondents find CLA staff to be
 - o courteous, respectful, informative, resourceful, and responsive
- 93% would recommend CLA to a friend.
- overall quality rating given is 4.6 out of 5 stars

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: IT and HR met with *Simple Network Consulting*, a local Madison based firm, in early February to discuss outsourcing support

Next Meeting: March 28, 2022 via TEAMS

Adjourn:

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