

Board of Directors  
 COMMUNITY LIVING ALLIANCE  
Board Meeting  
Executive Summary

A meeting of Community Living Alliance, Inc. Board of Directors was on January 23, 2023, at CLA.

Board Members Present	Gardner, Deist, Jones, Schmidt, Breitzman, Larson, Mastick,
Guests	Todd Costello, Executive Director CLA Anne Speigle, Executive Assistant CLA
Absent	Ekloff, Brereton
Recorded by:	Speigle

Todd Costello called to order the meeting at 4:30

**Announcement:** Happy New Year. We will be starting our Monday Fundraiser Calls on February 6<sup>th</sup> from 4-4:30. Usually these will not take the whole ½ hour, but we have it if we need it. Luckily, a few of the major decisions have already been made. Date- June 8<sup>th</sup>, Venue- The Brink, Entertainment- Unity the Band- Food the Brink. Also, we have already received a donation from iCare.

**Minutes:**

Motion:	To approve 11/14/22 Board Meeting Minutes
Made by:	Schmidt
Second:	Larson
Status:	Approved
Motion:	CLA will not contribute to 403B in 2023.
Made by:	Gardner
Second:	Jones
Status:	Approved

**Financials:** We will be closing December this week. Ratios are all in good standing.

**Audit:** Received our engagement letter. Need to plan to reconvene the Audit Committee.

**COVID-19:** Most counties in the area are in the LOW category for new COVID cases. CLA follows recommendations from DHS and the CDC. The hybrid working option has proven both positive and effective, more coming to the office, but it varies.

**Benefit Renewal:** All renewed benefits go into effect on 1/1/23.

**EVV (Electronic Visit Verification):** Dane County announced hard launch is set for May 1, 2023. . We are confident we will be in compliance for hard launch in May.

**Facilities:** Facility Technician position has been increased to full-time.

**CLA Care Solutions:** Continue with EVV training. 3 workgroups were created to produce recruitment strategies and recommendations. Also, the Scheduling and Recruitment departments are meeting to get rid of the waitlist, find new workers and figure out how to support new clients as well as current clients. We are also looking at more supported employment options for housekeeping and some meal prep.

**HR:** Transitioned to a new company for 403B monitoring. Training on documentation options in MITC. Updated the Handbook and sent it to our insurance company for approval. Also created a 2023 Social Media calendar.

**IS:** In order to secure a more favorable rate for Cyber Insurance our entire office staff participated in a Cyber Security training along with phishing tests. IS is currently working on saving data to cloud-based storage. Hired a new Help Desk Technician. CLA continues to contract with SNC (Simple Network Consulting) for network support and monitoring.

**Next Meeting:** The next board meeting will be held virtually on February 27<sup>th</sup> and will include Finance Director, Cathy Putnam presenting the 2023 Plan and Budget.