Board of Directors COMMUNITY LIVING ALLIANCE

Executive Summary

A meeting of Community Living Alliance, Inc. Board of Directors was on January 22,2023, at CLA.

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| Board Members Present | Greg, Terri Jenn, John, Mike J., Mike M. |
| Guests | Todd Costello, Executive Director CLA  Anne Speigle, Executive Assistant CLA |
| Absent | Katie |
| Recorded by: | Speigle |

Todd Costello called to order the meeting at 4:15

**Announcements:** The plan was to have a board reception for board applicant Kevin Keisling, but he was unable to attend. Board Member Sharon Larson resigned from the board on Dec. 31, 2023, due to personal reasons. The vote was taken by attending members to approve the application of Kevin Keisling to the Board of Directors effective January 22, 2024. All in attendance voted unanimously in favor. CLA hopes to have another applicant for the Board of Directors to onboard in September 2024.

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| Motion: |  | To approve November 29,2023, Board Meeting Minutes and Executive Summary |
| Made by: |  | Schmidt |
| Second: |  | Gardner |
| Status: |  | Approved |
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**Financials:** CLA had an anticipated loss for November and anticipates a loss for December. CLA expects to end 2023 with a positive revenue over expense. Board Member Jenn Mastick is now on the audit committee.

**Prospective Tenant:** CLA has secured a 5-year tenant for 3rd floor space. Renovating that space into 2 rental spaces has been approved. The renovation is set to be completed in May 2024.

**2024 Strategic Priorities Identified:**

* Direct Care Worker and office **staff engagement**,
* **growth** in our capacity to serve all existing clients as well as taking new referrals,
* developing strategies to meet the **recruitment** needs of the organization and to develop **retention** strategies for employees and clients,
* to support the **education** and training needs of departments,
* to continuously monitor **quality** and **staff satisfaction.**

**2024 Fundraiser and Caring for the Caregiver Fund Distribution:** At the November Board retreat we    discussed maximizing the impact of the Caring for the Caregiver Funds and addressing challenges and barriers of our caregivers.

**Marketing:** CLA is partnering HR and Marketing and asking all staff to be brand ambassadors

**HR:** HR has revamped New Hire Orientation to include more involvement from current office staff and to provide a better onboarding experience for new hires. Leadership will be represented, supervisors and focus on the mission will be in the forefront.

**IS:** IS will be bringing more of the operations in-house.  CLA eliminated 1 help desk position and is reducing outsourcing so that we can hire a Network Administrator.

Next Meeting: February 26, 2024. This will be a virtual meeting from 4:30-6:00 and will include Director or Finance with the 2024 Plan and Budget.

Microsoft Teams meeting

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Meeting ID: 230 940 427 395   
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