Board of Directors COMMUNITY LIVING ALLIANCE

Executive Summary

A meeting of Community Living Alliance, Inc. Board of Directors was on February 26,2024, at via TEAMS

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| Board Members Present | Terri, Jenn, John, Mike J, Mike M., Kevin, Katie |
| Guests | Todd Costello, Executive Director CLA  Anne Speigle, Executive Assistant CLA  Cathy Putnam, Director of Finance and Facilities CLA |
| Absent | Greg |
| Recorded by: | Speigle |

Todd Costello called to order the meeting at 4:35

**Announcements:** Due to a personal conflict of one board member, CLA asked for a volunteer to participate on the Audit Committee in April. Board member Kevin Keisling will participate.

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| Motion: |  | To approve February 26,2024, Board Meeting Minutes and Executive Summary |
| Made by: |  | Gardner |
| Second: |  | Brietzman |
| Status: |  | Approved |
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Motions were also approved to contribute to CLA 403b for participating employees, to approve the 2024 Plan and Budget, and to increase signing authorization for the Executive Director for building improvements.

**Financials:** We continue to show favorable ratios. As anticipated, December was closed with a negative revenue over expenses. Cash flow remains strong and pre-audit we are ending the year with a profit.

**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.

**Process Improvements:** Leadership team is focusing on several process-improvement initiatives in key areas of operations, such as:

*Scheduling*- to decrease on-call utilization by recruiting permanent workers.

*HR*- to proactively follow up on incomplete applications.

*Operations*- to automate and maximize technology through MITC and other platforms to assist in supporting workflow efforts such as scheduling RN Supervisory Visits and capturing all necessary documentation

*IS*- implementing a transition plan as we will be terminating our outsourced network administration contract with SNC. We are onboarding our newly hired network administrator as of 2/12/2024.

*Finance and Facilities*- preparing space for build-out by removing existing furniture/ miscellaneous items.

*SL Agency Training and Engagement*- scheduling face to face training

**Caring for the Caregiver Fund:** Money spent thus far in 2024 has gone for appreciation, food insecurity and bereavement.

**Care Solutions:** Conducted a Mock Audit to assess our readiness and compliance for potential DHS/ OIG audits. The initial findings were positive; a plan was developed to address any policies that need reviewing.

**IS:** IS has given notice to our external network support company as we will bring their responsibilities in-house as of April 1st.

**Next Meeting:** There will be no meeting in March. The next meeting will be April 22nd, at CLA in room 142. The audit committee will be meeting with the Auditors from 4:00-4:30 and then the findings will be presented to the board members at the meeting starting at 4:30.