Board of Directors COMMUNITY LIVING ALLIANCE

Executive Summary

A meeting of Community Living Alliance, Inc. Board of Directors was on April 22, 2024, at CLA.

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| Board Members Present | Terri D., Mike M., Kevin K. Greg S., Katie B. (virtual) |
| Guests | Todd Costello, Executive Director CLA  Anne Speigle, Executive Assistant CLA  Patti Becker, Director of Program Operations, CLA |
| Absent | Mike J., Jenn M. |
| Recorded by: | Speigle |

Todd Costello called to order the meeting at 4:35

**Announcements:** First order of business is to approve the 2023 Audit. Board President told other members of the positive outcome of the audit, asked if there were any questions, thanks Cathy Putnam for the hard work and put to motion.

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| Motion: |  | To approve 2023 CLA Financial Audit conducted by RSM |
| Made by: |  | Deist |
| Second: |  | Gardner |
| Status: |  | Approved |
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| Motion: |  | To approve 2.26.24 Board Meeting Minutes and Executive Summary |
| Made by: |  | Gardner |
| Second: |  | Schmidt |
| Status: |  | Approved |
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**Financials:** We continue to show favorable ratios.

**Fundraiser:** Currently raised $15,300 in sponsorship donations. 257 sponsor/silent auction donations went out. Silent auction has approximately 50 items although some will be combined to create a “basket”. Suggestion to split “liquor” from wine in cork pull.

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| Motion: |  | To approve spending from the “Caring for the Caregiver” Fund for PCWs and Family Care Providers in recognition of 25 or more years of service to CLA. The amount will be $150 for 14 caregivers for a total of $2100. We extend each year for those that reach 25 years if the fund meets the expense. |
| Made by: |  | Gardner |
| Second: |  | Keisling |
| Status: |  | Approved |
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| Motion: |  | This motion is to approve spending from the “Caring for the Caregiver” fund for the recipients of the Caregiver of the year, no more than 6 per year with an award of %500 each. |
| Made by: |  | Deist |
| Second: |  | Gardner |
| Status: |  | Approved |
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| Motion: |  | To approve the spending from the “Caring for the Caregiver” fund for the Veterans Respite Resource Event held at CLA for food for the event. All caregivers invited to the event- cost is $300. |
| Made by: |  | Deist |
| Second: |  | Schmidt |
| Status: |  | Approved |
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**Process Improvements:** Leadership team is focusing on several process-improvement initiatives in key areas of operations,

*Scheduling*- Finalized the restructuring of the department resulting in existing staff altering their hours to provide evening coverage.

*HR*- Actively transitioning to Jazz HR utilization. Ultimately this will expedite the interviewing and hiring process.

*Operations*- Veteran Respite Resource Event is scheduled for May 2, 2024, at CLA.

*IS*- Completed analysis of dated equipment and began roll out.

*Finance and Facilities*- In the process of transitioning to Greenshades platform for payroll and billing support. Buildout of the 3rd floor is taking place- week of May 6th is the new target date of occupancy.

**Care Solutions:** Looking to hire those who do not wish to work in personal care for chore services. Old school recruitment, meeting them where they are.

**HR*:*** We are creating a recruitment plan to enhance our outreach in more areas of opportunities to improve staffing and strengthen partnerships with local educational institutions and other agencies. In preparation for the sunsetting of the CarePool grant, we are preparing final reports and are developing a transition plan to provide transportation for those who are actively using this service.

**IS:** Began a four-step distribution process to reduce the budget impact but also create better asset management for future replacement and cost to the organization.

**Next Meeting:** It was decided that the May Board Meeting will be held virtually as opposed to what was previously stated as the Madison Public library.