



To: Valerie Nowak, LMHC, CEO  
From: Marta Hiczewski MS, Managing Partner  
Date: March 5, 2024  
Re: Status Report – February 2024

### **Period Accomplishments – February 2024**

- **Finance –**
  - Preparation for and participate in 2/16 finance committee meeting
  - Developed template for cash forecasting based on the 13-month rolling report
  - Preparation for and participate in the 2/27 Q4 budget meetings
  - Support SS business plan preparation
  - Review resumes for Revenue Cycle Manager
  - Develop recommendation for Bonus process
  - Developed draft of Line of Credit policy
  
- **Board –**
  - Governance Committee Mtg – Marta to oversee recruitment effort, Retreat focus on outstanding Governance issues, SP 2024 process & Sept start of 2025-2027 plan
  
- **MH Programing/Infrastructure –**
  - MH Monthly Review – clear understanding of recruitment campaign Careers page development. Meeting schedule in 3/6.
  - School Program – overview with Laura, Dir of Clinics
  - Business Plan – overview meeting with Laura scheduled for 3/15
  
- **Marketing & Development –**
  - Business First – badges and ¼ page ad purchased
  - Bloomerang – contact management process – mtg scheduled with Michelle/Courtney for 3/7
  - Social Media – support manager
  - M & D Meeting – Garden Party priority, collection and input of contacts, meet with sponsors, Incept support
  - Upper Edge Consulting meetings – DOH (Roof & water damage remediation)
  - Caregiver Support Series – supporting grant fulfillment – reach out to Jennifer G. re Wilson Legacy Fund end report requirements

- **Organization Infrastructure** –
  - Priorities Meeting – monthly priorities
- **Senior Services** –
  - SS Business Plan – review of additional opportunities (1115 Waiver, Ground Game), budget

### Next Period Priorities – March 2024

- **Board** –
  - Governance – Board member recruitment management process
  - Garden Party – Board referral support
- **Finance** –
  - Develop 2024 plan to eliminate operating deficits- March 5 meeting
  - Review the productivity report with Tristan, Michelle, Laura to understand metrics and how we will use the report on an ongoing basis
  - Support 1115 waiver initiatives
  - Complete the Line of Credit policy
  - Refine Cash Forecast model
- **MH Programing/Infrastructure** –
  - MH Business Plan - Dir of Clinics overview
  - Recruitment – Harmonia Careers page – finalize development and prepare to launch recruitment campaign
- **Marketing & Development** –
  - Bloomerang – develop contact management process – identify Coaching for Courtney, additional Coaching projects
  - Upper Edge’s services – support Roof application, suggest we move support for architects to another grant
  - Garden Party – Sponsorships are a priority, Gift Wall, Wine Pull, Silent Auction items. Ticket sales to begin mid-March.
- **Organization Infrastructure** –
  - Priorities Meeting – identify priorities – discuss Executive Assistant role

- **Senior Services –**
  - Senior Services Business Plan – input on community need, include 1115 Waiver & Ground Game opportunities with WNYICC, Caregiver Support grant application.
  - Caregiver Support Project – budget and prep for final report support - video edits, BHL article, Senior Radio social media posts
  
- **Health Home –**
  - HH outline for grant award, recruitment effort.
  
- **Strategic Plan –** new process for 2024, lay out process for 2025 – 2027 SP