



To: Valerie Nowak, LMHC, CEO
From: Marta Hiczewski MS, Managing Partner
Greg Hiczewski, Partner
Date: June 10, 2024
Re: Status Report – May 2024

Period Accomplishments – May 2024

- **Finance –**
 - Support development of MH business plan – Include budget and prepare forecast for items not included in the budget.
 - Review financial statements with Michelle and Val to discuss first quarter loss
 - Conversation with Val regarding proposed increase in AR reserve
 - Support close out of 2023, meetings with Michelle and Barb Hauser to determine reasonable AR reserve
 - Planning for and participation in Finance/Investment and Audit committee meetings to support close out of 2023 and completion of the audit.
 - Support close out of Evans LOC
 - Participate in Strategic Plan meeting: MH and SS business plans are close to being completed.
 - Meet with Val and Michelle to discuss AR issues and unpaid balances. We need to reach out to provider contacts
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- **Board –**
 - Governance Committee Mtg – Brandy Kaiser (MH) – not available for BOD meetings and Joe Marusak (Attorney) still outstanding
 - Facilitate discussion on Board Expectations

- **MH Programing/Infrastructure –**
 - MH Monthly Review – Recruitment campaign – monitoring progress; School Mental Health Clinician job description posted
 - MCHF school grant monthly fulfillment meetings – prep for site visit in June
 - Business Plan – plan needs more discussion around Workplace MH Sessions and Community Education , 1115 Waiver awaiting award and details on service opportunities

- **Marketing & Development –**
 - Buffalo Spree – Forever Young – FREE quarter page ad for Garden Party
 - Hilbert College Football – confirm sponsorship
 - Contact management process – updates, learning how to use the system
 - Garden Party – Event management, Sponsorship outreach, Ticket sales and management, Collateral materials development, Media Co-sponsor, Coordination of Silent Auction, Gift Cards and Wine donations.
 - Social Media – support manager
 - Upper Edge Consulting meetings – support grant development

- **Senior Services Business Plan –** meet with Director and flesh out plan, determine which program to pursue grant funding.

- **Organization Infrastructure –**
 - Priorities Meeting – monthly priorities

Next Period Priorities – June 2024

- **Board –**
 - Governance – Board member recruitment management process
 - Garden Party – Recap event financial results and next steps

- **Finance –**
 - Re write the Rev Cycle Manager position description
 - Meet with Revenue Cycle Consultant; discuss assessment and possible outsource of Revenue Cycle
 - Develop productivity management process with Michelle and Laura to include the productivity report, open notes and cancellations report
 - Key operational success criteria for MH: recruitment/retention, productivity, revenue cycle administration
 - Prepare draft of Line of Credit policy
 - Support 1115 waiver initiatives
 - Refine Cash Forecast model based on 13 month report
 - Discuss breakout of “free” and grant cash on balance sheet unspent grant cash on balance sheet = deferred revenue
 - Arrange meeting with UB contact for HH and MH recruiting

- **MH Programing/Infrastructure –**
 - MH Business Plan – Director of Clinics updates – forecast – discussion of next steps
 - Recruitment – Monthly monitoring, adjustments when needed

- **Marketing & Development –**
 - Bloomerang – Finalize Coaching before end of June – connect Stripe
 - Upper Edge Meetings – support process
 - Garden Party – fundraising event fulfillment - debrief, results, thank you letters, follow-up with contacts in system
 - Hilbert – football sponsorship – connect Margie and Bev with coach

- **Organization Infrastructure –**
 - Priorities Meeting – identify priorities – discuss Executive Assistant role

- **Senior Services –**
 - Senior Services Business Plan – Director of SS to complete community need and update opportunities, coach Director through Senior Services program growth

- **Health Home –**
 - HH+ follow-up

- **Strategic Plan –**
 - Schedule 2025-2027 plan development update