



To: Valerie Nowak, LMHC, CEO
From: Marta Hiczewski MS, Managing Partner
Date: October 15, 2022
Re: Status Report – September 2022

Period Accomplishments – September 2022

- **Investment Policy -**
 - Investment policy refined and presented to investment committee.
 - Discussed cash position and options for investment manager.
- **Finance –**
 - Provider productivity report updated to June 2022 with prior year comparison review meeting scheduled for October
- **MH Programing/Infrastructure –**
 - MH Business Plan to be re-defined (School, Collaborations and Physician Practices), School Expansion plan revised, narrative and forecast presented to Oishei asking for release of funds
 - Clinical Manual in process of updating
 - CCNY data support
 - MH – Admin organization infrastructure plan
- **Marketing & Development –**
 - Contacts being uploaded to Bloomerang system
 - Year-End Appeal drafted
 - OnCore Golf fundraising event – date, golf-pro, invitee list
 - Southtown’s Chamber Nonprofit of the Year
 - Southtown’s Chamber development strategy
- **Organization Infrastructure –**
 - Team meetings around productivity and recruitment modeling
 - PDSA software discussion
 - Client experience process discussion
- **Senior Services –**
 - Town presentation preparations
 - Garman Family Foundation submitted
 - Wilson Legacy Foundation “CarePanion-ship” grant concept

Next Period Priorities – October 2022

- **Investments –**
 - Make final revisions and send to committee for approval. Policy will be presented to the full board for final approval. Schedule meetings with Trubee-Collins and CFGB
- **Finance –**
 - Program budget meetings scheduled
 - Program leaders to come prepared with assumptions, opportunities and challenges to accompany budget requests
- **MH Programing/Infrastructure –**
 - MH/Admin plan documented, client experience process outlined, CCNY – provider productivity model automation conversation
 - Clinic Manual updating – bring on Regulation compliance consultant, Update intake form with new regs and interests and update in form lab Recruitment digital ad landing page directed to Indeed application Schedule full MH Business Plan updates
 - Receive award funds for two years from Oishei Foundation
 - Southtown’s Chamber strategy
 - OnCore Golf funder– next steps in developing event
- **Marketing & Development –**
 - Town and Foundation update letter drafted
 - Annual Report sent out and tracked in Bloomerang
 - Business First ad in Working Through the Issues – Addiction & Behavioral Health in the Workplace
 - Full-page ad in Business First Nonprofit Guide
 - Website update with awards & partnerships and agency video
 - Reach out to Mike Barone re communications support proposal
- **Organization Infrastructure –**
 - Revise calendar and move project along
- **Senior Services –**
 - Network in Aging Annual Meeting program ad
 - Define Wilson Foundation program narrative and budget
- **Strategic Plan –**
 - Schedule 12/16 review meeting
- **Building –**
 - Schedule long-term projections meeting