

Board Members Present:

Cynthia Mueller, Chairperson
William (Bill) Siedhoff, Vice Chairperson

Nina North Murphy, Secretary
Patrick Brennan, Treasurer

Board Members Absent: None

Staff Members Present:

Shaelene Plank, Executive Director
Kelly Head, Executive Assistant

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1. Call meeting to order – The meeting was called to order **at 4:01 p.m. by** Cynthia Mueller.
 2. Review By-laws
 - By-laws were reviewed and there were no recommendations for changes to the By-laws.
 - The By-laws will not need to go to the full board.
 3. Review succession plan
 - It is a CARF requirement to review the Succession Plan every year. The committee recommends the following change to the Succession Plan:
 - Under Emergency Succession Procedure #2, Remove item d to be consistent in having no names included.

Nina North- Murphy moved to approve the changes to the Succession Plan and present it to the full board for approval in February. Patrick Brennan seconded the motion. All voted in favor. None opposed. The motion passed.
 4. Senior Fund office sharing/modular office and cubicle remodel
 - TCM Contract
 - The current extension of the TCM contract runs through February 28. We expect to have the final contract ready for signature in February, with the agreement taking effect on March 1.
 - Modular Office Renovation
 - MBI conducted measurements today. Shaelene will meet with the sales representative next week to discuss the plans. The order will not be placed until Shaelene has the signed TCM contract.
 - Senior Fund Office Sharing
 - Shaelene shared the preliminary budget she provided to the Senior Fund.
 - The Yearly cost to the Senior Fund is around \$59,500, or \$4,966 monthly which includes office space, parking, guest parking, using our printer and copier, some

Internet services, usage of our postage machine, IT staff and sharing our Director of Finance.

- Shaelene and Nicole are scheduled next week to meet and discuss the budget and timelines.
- Shaelene met with the attorney and is in the process of drafting an agreement for the Senior Fund regarding office space sharing. This arrangement is not a sublease but an agreement to share office space.
 - Once the attorney has drafted the agreement, he will provide a draft to Shaelene to share with the board and, upon board approval, with the Senior Fund.
 - Shaelene's goal is to have something to approve at the February board meeting.
- Senior Fund's current financial services do not end in March. The goal is to take over their financial services once we hire our new Finance Director.

5. Strategic planning

- Strategic planning moving forward.
 - Our Strategic plan officially concluded in December 2025. Shaelene will provide an update to the board in February or March after preparing the report.
 - Shaelene would like to complete orientation for the two new board members before developing a new strategic plan.
 - Shaelene recommended making yearly plans moving forward. There is not a need to hire a consultant at this point to do another lengthy strategic plan.
 - The executive committee discussed ideas for a planning meeting for a new Strategic plan.

6. Legislative updates

- Shaelene gave legislative updates.
 - There are some definite cuts to the DMH budget, which Shaelene already shared with the committee via email.
 - The Governor wants to eliminate the income tax, and expand the sales tax.
 - There are numerous bills that propose the elimination or reduction of the property tax.
- Shaelene will be going to the Capitol with MACDDS on January 28 to meet with legislators.

7. Board engagement/attendance/membership

- Membership
 - We have received the letter from the mayor's office appointing Delilah Sullivan as our newest board member.
 - Board orientation for Delilah and Catrina will take place on February 2, ensuring they will be prepared for the board meeting.
- Board Attendance and Board engagement Attendance was reviewed.
 - Shaelene is looking into setting up some more opportunities (agency visits/tours).
- Board Openings
 - Bill has put forward the name of a prospective board member to be considered upon Cindy's resignation in May.

8. Board chair position

- A new board chair will be required following Cindy's departure from the board.
 - Shaelene plans to speak with Selena and Sarah to gauge their interest in the position.

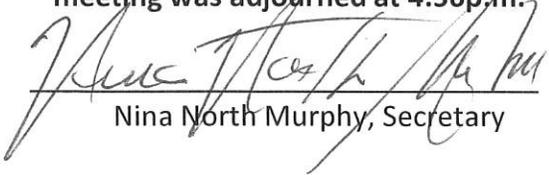
9. Recruitment for Director of Finance

- The position will be posted next week.
 - Shaelene may reach out to board members to gauge interest in participating in the interview process.
 - The goal is to allow for a two- to three-month overlap with Lisa prior to her departure.
 - Jack is expected to leave once Lisa departs; at that time, a decision will be made regarding whether to engage a contracted individual.

10. Continuation of CARF accreditation

- Shaelene may recommend within the next year that the organization discontinue CARF accreditation.
 - CARF accreditation is not required and involves significant expense.
 - All current practices and improvements implemented as part of the accreditation process would continue.

11. Adjourn – **Motion to adjourn by Pat Brennan. Seconded by Nina Murphy. All voted in favor. The meeting was adjourned at 4:56p.m.**



Nina North Murphy, Secretary

Date Approved