Alzheimer's Resource of Alaska
<MONTH> Program Committee Meeting
This committee meets monthly, quarterly, reoccurring time, etc TBD**.**

Date:	Location: <place of meeting>

Attendance Log:

	Board Members		Staff
	Denise Daniello, Co-Chair		*Vacant,* Director of Education
	Darrell Brown, Sr., Co-Chair		Jennifer Ivory, Dir of Care Coordination
	Sheryl Cook		
	Kara Thrasher-Livingston		**Guests**

X= Present   E= Excused   V= Virtual

Topic	Information – Findings – Conclusions – Recommendations
Agenda Item 1:	
Agenda Item 2:	
Agenda Item 3:	
Current Standing Items	• Status Update on SP FY 2024 Operating Plan Tactics
Other Updates/Discussion	
Action Items	
Next meeting	•

Strategic Plan – FY 2024 (July 1 – June 30) Operating Plan Status Update
Status Options Only: Not Started, In Progress, Done, Moved to FY 25, Changed tactic to….

Initiative	Priority Tactics (these are taken from your Strategic Plan)		Accountable Party	FY 2024 Completion Date	Status

Strategy 1. Sustainability
Ensure that ARA has long-term financial sustainability

Initiative		Priority Tactics (these are taken from your Strategic Plan)	Accountable Party	Completion Date	Status
1.2. Diversify revenues streams to include federal and state grants, corporations, foundations, individual donors and a program fee-for-service structure.	D.	Research opportunities for fee-for-service within education and care coordination offerings, create fee-for-service structure and pilot one fee-for-service program.	Program-Denise/Lisa	Q4	

Initiative	Priority Tactics (these are taken from your Strategic Plan)		Accountable Party	FY 2024 Completion Date	Status

Strategy 3. Name Recognition/Expansion
Ensure all Alaskans are aware of and have access to ARA services.

Initiative		Priority Tactics (these are taken from your Strategic Plan)	Accountable Party	Completion Date	Status
3.3. Create and use decision matrix for expanding into communities throughout the state.	A.	Determine matrix elements for expansion possibilities to include bricks and mortar, virtual, partnerships and other alternatives.	Program-Denise/Lisa	Q4	
	B.	Create survey to use with stakeholders in communities to ascertain community interest and available community resources.	Program-Denise/Jennifer	Q4	
	D.	Assess geographic placement of ARA current services and prioritize expansion based on data.	Program-Denise/Lisa	Q4	

Initiative	Priority Tactics (these are taken from your Strategic Plan)		Accountable Party	FY 2024 Completion Date	Status

Strategy 4. Education/Care Coordination
Provide dementia education and access or referrals to services to all Alaskans.

Initiative		Priority Tactics (these are taken from your Strategic Plan)	Accountable Party	Completion Date	Status
4.1. Create models of services toolbox that can be adapted and shared with organizations throughout state based on community need and funding and mirrors changing environment and demographics of Alaska.	A.	Inventory number of classes currently offered to include quantity, type, in-person or virtual and who the audience is.	Prog/ED Dir	Q3	
	B.	Determine the need or desire for an ARA toolbox in Alaskan communities by talking with local providers and establishing partnerships.	Prog/ED Dir	Q4	
	C.	Assess demand for Care Coordination program Statewide.	Prog/Jennifer	Q2	

Initiative		Priority Tactics	Accountable Party	Completion Date	Status
4.2 Expand awareness, marketing and usage of client grants.	A.	Assess current slate of client grants offered by ARA by geography and type and eligibility duration.	Program-Denise/Barb	Q2	
	B.	Research ability to expand eligibility requirements for grants with existing funders.	Program-Denise/Ed Dir	Q4	
	C.	Develop plan to market and facilitate client grants to potential applicants	Program-Denise/Joanne	Q3	
	D.	Implement marketing plan.	Program-Denise/Joanne	Q4	
	E.	Evaluate new process of client grants.	Program-Denise/Barb	Q4	

Initiative		Priority Tactics (these are taken from your Strategic Plan)	Accountable Party	FY 2024 Completion Date	Status
Strategy 4 con't					
4.3. Define direction of Education and Care Coordination through the assessment and evaluation of all current education offerings and Care Coordination services; identify gaps and redundancies and potential funding.	A.	Research cost, demand/need, satisfaction/attendance for all educational offerings.	Program-Denise/Ed Dir	Q4	
	B.	Research current method for connecting clients to resources and assess how resources are chosen or offloaded by ARA.	Program-Denise/Lisa, Jennifer	Q4	
	C.	Assess delivery models for education offerings including potential income.	Program-Denise/Lisa, Ed Dir	Q3	
	D.	Research time requirements (certifications/time to successfully carry a full caseload) needed for Care Coordinator training and create a sustainable funding model for training Care Coordinators.	Program-Denise/Ed Dir, Jennifer	Q3	
	E.	Identify and summarize gaps and redundancies between Education and Care Coordination.	Program-Denise/Lisa, Jennifer	Q4	
	F.	Determine target ratios for CC caseloads to include ranking for levels of support and staff tenure/skill level experience.	Program-Denise/ Jennifer	Q3	

Initiative		Priority Tactics	Accountable Party	Completion Date	Status
4.4. Create a cost vs mission matrix map for all business lines to include financial and human resources needed and cost of each business line.	B.	Determine staff sufficiency or gaps in all ARA business lines.	Program/Jennifer, Ed Dir	Q3	
	C.	Mission alignment of business lines.	Prog/Lisa	Q4	

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