**Alzheimer’s Resource of Alaska**

*<MONTH>* ***Program Committee Meeting***

***This committee meets*** *monthly, quarterly, reoccurring time, etc TBD****.***

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| Date:  | Location: <place of meeting> |

Attendance Log:

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|  **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** |
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X= Present E= Excused V= Virtual

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

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

**Strategy 1. Sustainability**

**Ensure that ARA has long-term financial sustainability**

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| **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 |   |

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**Strategy 3. Name Recognition/Expansion**

**Ensure all Alaskans are aware of and have access to ARA services.**

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| **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 |  |

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**Strategy 4. Education/Care Coordination**

**Provide dementia education and access or referrals to services to all Alaskans.**

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| **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 |  |

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| **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 |  |

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**Strategy 4 con’t**

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| **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 |  |

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| **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 |  |