



## **Executive Director's Report**

Cedar Sinai Park Board Meeting

October 14, 2014

### **Operations:**

- Updated organization chart.
- Completed organization Policy and Procedures Manual (Effective 9/15/2014).
- Reworked contract with After Hours Call Center to reduce costs.
- Reduced number of meetings for efficiencies.
- Improved staff recruitment and screening to respond to increased interest in SHC.
- Updating database to serve as one main system of information related to Clients, Caregivers, Schedules, Services delivered, etc.

### **Finance:**

- Internal 2013-2014 year-end audit of accounting system complete.
- FYE 2013-2014 Financials complete- one payroll tax liability issue to be cleared before finalizing.
- July and August 2014 Financial Statements complete- one payroll tax liability issue to be cleared before finalizing.
- 2014-2015 budget modified to reflect improved accounting system: reclassification and reformatting only.
- Transitioning to stand-alone business bank account and credit card for Sinai In-Home Care.

### **Marketing:**

- Developed current strategic marketing plan guiding activities.
- New organization name and identity rolled out September 2014: **Sinai In-Home Care (SC)**  
[www.SinaiCare.org](http://www.SinaiCare.org)

### **Human Resources:**

- Hired Operations Manager/Accountant, Relief Registered Nurse and Scheduler
- Conducted performance reviews of all office staff this summer.
- Hired 20 caregivers in three weeks.
- Developed "weighing test" for hourly wage for caregivers based on Experience, Education, and Demonstrated Skills.
- Current employees: 10 Office Staff and 80 Caregivers