



Board Report Template

1. Current significant issues

(This is the section for issues, internal or external, with long-term consequences for the organization. Create questions for the Board.)

2. Matters requiring board approval

(This section is for small decision matters requested by the Managing Director, where little or no discussion required by the board (e.g. minor policy adjustments, date of the Annual Meeting or fund raising event))

3. Compliance update

(Create a table for every report that is a listing of each of your organization external compliance requirements (e.g. VA required policies, Building Code Violations that need to be addressed, upcoming insurance (or other) policies to procure, training to be completed)

4. Progress on goals/strategic plan implementation

(Main section of the report intended to support or provide background to the board to inform strategic agenda discussion items. Since the intent is to include all staff items, this would include the status/change for any of the items noted as staff responsibilities in the [Strategic Plan](#).)

5. Organizational performance dashboard

(Program statistics and other performance data. This would not include identifiable information about a person, but would include: Position vacancies and days vacant, number and type of staff violations, number and type of resident violations, number of “resident days” (meaning beds filled x days per month used for reimbursement), successful/unsuccessful terminations, and any other metrics needed for reporting to the VA. Any specific personnel or resident information would need to be discussed in executive session with the board, including staff and client terminations.)

6. Items of Information

(Any matter which the Managing Director wants to bring to the Board's attention for information and is unlikely to require discussion. A place for news about staff achievements, new funding received, etc.)

Signature:

A handwritten signature in black ink that reads "Lucas J. Herring". The signature is written in a cursive style with a large, stylized 'L' and 'H'.

Board President

May 15th, 2025