

What are ways we can fill the \$100,000 gap?

- A large fundraiser. *Our External Relations team is responsible for raising dollars to fill in the gaps. We are behind in individual and corporate fundraising to date. This may be a result of fatiguing our donors with the Capital Campaign.*
- Saving money by not catering food at our meetings and brown bagging it
- Employees using a home office to save the expense of leasing office space. Looking at office space leases & our home leases to cut expenses. Paris offered to reach out to individuals who can lease to us for cheaper over the long-term
- An example from Nashville is eliminating the massive office space and reducing the office presence to a small office with a receptionist and nursing for drop off of all home medications. Most all roles could be worked from home. They currently pay approximately \$6,000/month for the location. Some other suggestions from Randy are: quick books going to the cloud, replacing ABS internally, travel to West TN could be done by Skype & conference calls.
- VITP recently got involved in God's Pantry to have food donated, and they also have their own garden. This will reduce their food expenses.
- Looking at the small expenses that are not necessary (cokes, waters, paper, cutting down on the number of business cards ordered, printing in black & white), employees paying \$0.50 for a soda in the office.
- Vic will take a closer look at all billable IT tickets to make sure they are a necessity
- Donna is working with churches related to the auto-donation program. Vehicles are auctioned off and our organization receives unrestricted proceeds.
- Controlling travel expenses. Reconsider non-essential travel.
- Marketing our training institute to outside entities
- Using VOA trainers to provide CEU's
- Creating trainings within our organization
- Using our tax exempt whenever possible
- Charging a fee for services for clients who do not have health insurance
- Reducing turnover
- Is it cheaper to stop using office phones and only use cell phones?
- Approving time sheets on time. When time sheets are not approved on time, we have to cut manual checks and incur the cost of overnighting the check
- Using Amazon smiles and Kroger card rewards
- Putting homes on a laundry schedule to save water costs for each residence (some homes do load after load, shift after shift)
- Ensuring doors/windows are closed when A/C on (oddly enough this has been an issue)
- Same w/garage doors
- Better managing water waste when showering our folks.
- Buying non-latex gloves thru a different vendor to save money (difference could be a savings of \$2-3 per box and add up quickly b/c all homes use these)
- Most HMs admit to being under their budgeted grocery limit for their homes by around \$100-\$150
- Most homes down here make their own laundry detergent for their homes which is like \$33 and lasts two to three months (fill a five gallon bucket with a mix a box of borax, super washing soda, 5lb baking soda, oxi clean, and scent beads. Perhaps all areas can do the same. For reference, a large container of Tide costs \$20 and only lasts a month.
- Having an administrative staff member trained to provide CPR class to staff vs. bringing in an outside trainer. Some outside trainer can cost \$60 per person vs. \$6 per person for the cards. Initial cost to train the trainer is around \$300 for a two day class. The only risk is if that staff member leaves and you'd have to get someone else certified as a trainer.
- Ensuring any outside lights are off during the daytime hours
- Switching to Halogen lighting throughout the homes
- Install motion sensor light switches in rooms to conserve electricity

- Staff will try to do more trips at a time to save gas on vehicles
- We will be eliminating the van cleaning service (don't ask) which will save roughly \$5600 annually.
- Install 'NEST' thermostats in homes to control home climate and eliminate waste (can control home temperatures by cell phone any time of day)
- When traveling to NKY, Tim will stay w/family and not incur any hotel costs
- When ordering clothing for employee appreciation events, all DDS areas will place one large order of same item in order to get best quantity price break for this purchase
- Middle will be reviewing and most likely changing its policy on gas card usage. Apparently staff have to drive up to the office to get the card, which, unless coming here anyway, is a waste of gas. Besides, gas in Murfreesboro is like 20 cents cheaper anyway.
- We discussed the importance of managing OT in their homes and improving staff retention
- With regards to maintaining or increasing revenue, we reiterated the importance of proper documentation, specifically in the areas of CB Day billing.
- Printer ink. These homes spend way too much on, and are constantly replacing, ink cartridges for the home printers. All ideas welcome with this one.
- Using other grocery stores to shop for food. Most people on tight budgets don't shop at Kroger and looking realistically at what is in their monthly budgets. Also, using coupons and buying commonly used products in bulk.
- Renting a car instead of being reimbursed for mileage when cheaper
- Holding off on posting positions that can wait
- All assistant directors and above get a cut in their current pay for one year. VOAIN did it one year and basically they started with a certain level of management and gave a certain percentage, and went up from there. The commitment to the leaders was that if they met their goals after a year, their salaries would be brought back up to where they were originally.
- Go through all the charts to look for additional billable services from our two ARNPs.
- Change coffee service to something cheaper
- Reusing already printed invoices as grant documentation instead of throwing away and then re-printing (we have already started this)
- Turn off lights in unoccupied rooms—bathrooms/accounting file room
- Only purchase must have office supplies—reuse where possible, find cheaper alternative
- Keep a common office supply storeroom for all Louisville facilities so we don't order what someone else already has on hand
- Order less food for meetings, or not at all. Tips and delivery charges paid seem really excessive too.
- Common cleaning supply storage, particularly for Shelby and Preston campuses. Educate clients on proper use. One person in charge of purchasing and distribution of cleaning supplies per facility
- Cut office cleaning down to once a week instead of twice (someone may need to out kitchen trash, however.)
- Watch individual spending on expense accounts/employee reimbursements.
 - A) Empower accounting staff to push back to someone in authority—excessive tips, airport purchases, restaurant meals—would it make more sense to go to per diem payments?
- Gift card purchases for programs (particularly HVRP)—better policing of these
- Recycling technology rather than purchasing new where possible
- Stop gratuitous grant spending at the end of grant cycles