

Winona ORC Industries
Board of Directors
Minutes of January 28, 2013 5:05PM

Directors Present: Jim Yenish, Dave Adank, Bob Peterson, Jim Pomeroy, Don Schneider, Kevin O'Reilly, Ann Nelson, Ron Wenzel, Maggi Modjeski
Directors Absent: Laurel Mohan and Chad Anderson

Guests: Blaine Krogh

Employees Present: Judie Foster-Lupkin

1. **Review of Agenda:** Motion made and seconded (Peterson - Schneider) to approve the agenda. Motion carried.
2. **Review of Minutes:** Motion made (Wenzel-O'Reilly) to accept the minutes with a change in the date to read "December 3, 2012". Motion carried.
3. **Finance Committee Report:** Jim Pomeroy reported. December showed a loss of \$34,000 with sales and agency revenue down, a \$5,000 write down on mittens and payroll adjustments. The use it/lose it policy for vacation time goes in to effect and employees were taking more time off.

2012 shows a \$104,000 Year to date contribution compared to \$151,000 in 2011.

Motion made and seconded (Adank - Peterson) to accept the Financial Committee Report.
Motion carried.

4. **Executive Director's Report:** Welcome back Judie!
Discussed Board meeting dates for 2013 – Sales – Thursday before Board meeting, Program 3rd Monday of month; Personnel – 3rd Tuesday at Bub's; PR/Fund Development – Wednesday before the board meeting.

Doing a "ton" of laundry work over the past month.

5. **Committee Reports:** The following committee reports were presented to the Board. The reports are a summary of the topics that were addressed at each meeting. Additional detail and exhibits related to the subject matter can be found in the minutes of each respective meeting located on the secure website.

Personnel – Jim Pomeroy reported that the Unemployment Insurance modification is ad 2.7% (2012 - \$53,000 to 2013 - \$29,600; a cost savings of \$24,000) this savings was not included in the budget.

Worker's Compensation – should get dividend back in 2013. There is a change in the how the rate is calculated.

Sales & Business Development – Bob Peterson reported that we will be starting scanning documents for Winona County starting February 1st.

Fund Raising/PR – Maggie Modjeski reported. Chad has asked to step down and Maggie will lead this committee. Need committee members.

- Contacted Live Well Winona – had a discussion about participating in 2014.
- Run/Walk – planned for November on a Friday evening. Need a race Director – someone with experience, Registration, Water, Course directors etc.

Program Management – Ann Nelson reported. The number of Vulnerable Adult Reports has declined to 5 in 2012 with 0 reports on WORC staff. WORC was approved as a Social Security Ticket to Work provider.

- Placements – total 86 for 2012 with 17-FT, 48-PT and 21-Temp
- Working Days Report – As of October 2012 – Averaged 5.1 hours of work per day and 5.8 hours of work and programming per day per person.

Laundry Update – Bob Peterson reported on the Laundry Task Force Update.

The Laundry Committee met Thursday for bid opening and Friday for detailed bid review. Selected Wapasha as general contractor.

Motion made and seconded (O'Reilly-Modjeski) to approve the recommendation to the Laundry Task Force that included the Base Bid plus the alternative #1 & #2 and the 7 points below.

Base Bid: \$500,000
 Alternative #1: \$ 73,534
 Alternative #2: \$ 2,710
 Total Bid: \$576,244

- Alternative #1 is air conditioning on the clean side as a client safety investment.
- Alternative #2 is pre-placing vent/air handling access panels in the roof for ease of future expansion with minimal operational disruption.
- Wapasha Construction to be awarded the bid
- Increase funds available with Merchants Bank to borrow from \$400,000 up to \$500,000.
- Increase of funds would only be to the appraisal point.
- Pay for the increased cost for building out of the current laundry cash we have
- Need to purchase a compressor for \$15,000 which was left out of the equipment list.

Motion carried.

6. Old Business

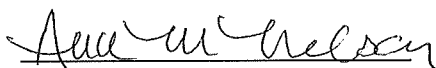
- CARF Requirements (6.2, 6.3, 6.6 and 6.8) – still need to address these items.
- Board of Director position opening –Will ask two targeted individuals to join the board. Judie will invite them to lunch to discuss the board and ask them to attend as guests at the next meeting.

7. New Business

- Laundry Commitments – discussed under Bob's report
- Request to purchase 2 Balers (for shredding and cardboard). The provider for Hal Leonard will do the recycling and pay for the collected materials. Each baler costs \$7200. Expect to pay for the baler in 2 years. Board requested more information on the request. Judie will get something together to present.

8. **Adjourn:** Motion made and seconded (Pomeroy, Schneider) to adjourn. Motion carried.

Respectfully Submitted,



Ann M. Nelson, M.S., LSW, PHR
 Secretary