

Winona ORC Industries
Board of Directors
Minutes of February 25, 2013 5:00PM

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

Directors Absent: Maggi Modjeski, Dave Adank

Guest: Bill Reinarts

Employees Present: Judie Foster-Lupkin

Welcome Bill Reinarts!

1. **Review of Agenda:** Motion made and seconded (Peterson - Schneider) to approve the agenda. Motion carried.
2. **Review of Minutes:** Motion made (Wenzel-Peterson) to accept the minutes. Motion carried.
3. **Finance Committee Report:** Chad Anderson reported. This month showed almost a \$12,000 contribution. Sales are close to goal. Received the entire worker's compensation dividend. Staff wages are down due to needing to hire 3 coaches.

Motion made and seconded (Pomeroy - O'Reilly) to accept the Financial Committee Report.
Motion carried.

4. **Executive Director's Report:** Judie Foster-Lupkin reported. She is pursuing becoming a CARF surveyor. She has completed 8 assessment tests. Surveyors aren't assigned to review programs in your state; yet do see Best Practices in other facilities. Next CARF survey is 2014.

Laundry – moving forward with remodeling. Contacted RW Martin who sent price list for used equipment. Also reviewing software tracking program that can search/track by pounds or facility. Goodwill Industries have used this software. Information goes directly to the general ledger. Have been exploring this software before purchasing the Vertex software. Board comments indicated that we need to address the more critical area of case management over laundry.

Thank you to Laundry donors – an ad will be posted in the paper. Will also be submitting a Public Service Announcement for Awards.

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 – No report.

Sales & Business Development – Bob Peterson reported that CBS changes include: Watlow may add 2 more clients, Riverside Electronics has moved from piece rate to hourly, County scanning/shredding is going well.

In-house production – shows Watkins work is steady. The Fastenal glove project is complete, although not profitable it built a great customer relationship.

Sales – group meets weekly, led by Dave Trickett. Co-selling shredding while developing mat market. Plan to have door-to-door cold call plan.

Mittens – identifying potential trade shows to attend this year. Exploring purchasing material.

Fund Raising/PR – Judie and Chad Anderson reported. Thank you to Chad for his years of service on the committee. Working on the 5K Race – may call Star Light Stroll.

- Would like to move to an Event Sponsorship Program, where the company could choose the event to sponsor instead of coming back to the same businesses event after event (Banquet, Golf, Walk/Run). May need to wait until 2014 to implement since the Golf committee is already in the process of planning this year's event.

Program Management –Kevin O'Reilly reported.

- 1 Vulnerable Adult report – for a client with medical issues
- 280 clients with 5.75 work/activity hours per day
- 86 placements in 2012
- Reviewed Strategic Plan & discussed CARF requirements

Laundry – weekly construction meetings set for Monday at 9:00am with Owen Warnacke. Found & approved \$24,000 in savings, mostly related to elimination of an un-needed drain. Resumed bi-weekly board oversight committee meetings.

Old Business

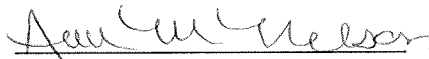
- CARF Requirements (6.2, 6.3, 6.6 and 6.8) – still need to have the Executive Committee determine action. Will add 6.8 that the Finance Committee will review. Bring to March meeting.

6. New Business

Election of New Board Member – Motion made and seconded (Pomeroy-Schneider) to approve the nomination of Bill Reinart to the Winona ORC Board of Directors. Motion carried.

7. Adjourn: Motion made and seconded (Pomeroy, Peterson) to adjourn. Motion carried.

Respectfully Submitted,



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