

**Winona ORC Industries  
Board of Directors  
Minutes of April 28, 2014 5:00PM**

Directors: Dave Adank, Deb McClellan, Jim Pomeroy, Steve Volkman, Ron Wenzel, Jim Yenish, Ann Nelson  
Chad Anderson, Maggie Modjeski, Bob Peterson, Kevin O'Reilly, Bill Reinarts

Employees Present: Judie Foster-Lupkin

1. **Review of Agenda:** Motion made and seconded to approve the agenda. Motion carried.
2. **Review of Minutes:** The March 31, 2014 minutes were not available for review.
3. **Finance Committee Report:** Jim Pomeroy reported that the March financials show
  - March, 2014 reflects loss of (\$98,872) vs budgeted loss of (\$25,249)
  - YTD thru 3/31 reflects a loss of (\$84,018 vs budgeted loss of (\$84,018) vs prior year thru 3/31 of \$27,614.
  - The YTD actual and budget are the same. This is a result of WORC's "reset" of 2015 Budget. Losses YTD reflect changes in 2015 Agency Revenue, future financial results have been revised to reflect breakeven operations for the balance of 2015. As a result, 2015 financial results have been revised to reflect losses incurred through 3/31/14.

Motion made and seconded (Pomeroy-Wenzel) to accept the financials. Motion carried.

4. **Executive Director's Report:** Judie Foster-Lupkin reported
  - 5% campaign – our association is working hard to educate legislatures
  - Golf Tournament – set for July. Raffle tickets will be sent out. Kevin noted that if interested there is a board sponsored hole at \$25 each. Send your check to WORC.
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 committee discussed:**

- Staff Changes – addition of FT and PT job Coaches, PT bus/Delivery drivers, termination of a coach for poor performance resulting in the termination of a janitorial service contract. A hiring freeze is in effect due to lost funding revenue
- 5% campaign heard in the house
- Looks like there will be a minimum wage increase and Obama has directed DOL to review and revise the exempt wage laws
- Contract with Accident Fund to provide WC insurance. A claim was filed for a client with back pain

**Sales & Business Development/Laundry – Bob Peterson reported**

- CBS: At Behrens another 4 weeks unloading trucks; Winona County scanning – added an additional scanner; Fastenal – moved in-house temporarily due to a couple safety issues at the building; Winona Health – all 4 sites are up and running; Bub's – spring cleaning done; Winona County Janitorial – changes and efficiencies are being made
- Production – Peerless – test chain should be coming Watkins – kit order are continuing; Fastenal – continue some kits have been slow; Hal Leonard – finished ABC envelopes; Swag Mittens – made 100 pair of sweater mittens for a new customer; working on improving quality of mittens for Duluth Pack
- Shredding – consistently busy. Have a Certified Secure Document Specialist accreditation holder on staff that could increase opportunities for new business.
- Laundry – Winona Health – started processing another 50 pounds per week at Watkins Manor; Winona County jail – current workload going well; Fort McCoy – contract was completed, decision to be made in about a month; Sauer – did a free week trial that went well; WSU – has verbally committed to using the linen service for summer camps

**Fund Raising/PR – No report**

**Program Management** –Kevin O'Reilly reported that there were 3 VA filed from January to March.

- We have 270 active clients, with 9 referrals for the Individual Placement Specialist Program. Averaging 5.66 hours per day of work and programming.
- Setting up AED training for staff.

**6. Old Business:**

Investment Policy – will have the finance committee look at this.

Lewiston Villa Property – discussed putting the building up for sale, since all exploration of options for the facility have fallen through. Chad will provide to Judie contacts of a few companies who handle commercial building sales. Judie will explore and bring back information next month.

Motion made and seconded that in the absence of mission or strategic utilization of the Lewiston Villa properties, WORC will pursue the sale of this property. Accordingly, Exec Director is authorized to "list" the property through a qualified real estate broker network. Motion carried.

**7. New Business-**

CARF Certification – April 2-4. All are welcome to join the entrance and exit meetings.

**8. Adjourn:** Motion made and seconded to adjourn. Motion carried.

Respectfully Submitted,



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