

**Winona ORC Industries
Board of Directors
Minutes of October 22, 2012 5:00PM**

Directors Present: Jim Pomeroy, Jim Yenish, Bob Peterson, Don Schneider, Ann Nelson, Chad Anderson, Ron Wenzel, Laurel Mohan

Directors Absent: Crystal Hiatt, Maggie Modjeski, Kevin O'Reilly, Dave Adank

Guests: Blaine Krogh

Employees Present: Judie Foster-Lupkin – Director

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 with amendment under Old Business that Pledges now become receivables (instead of payables). Motion carried.
3. **Finance Committee Report:** C Anderson reported that there was a \$10,000 net profit with a \$90,000 year to date net profit. With the laundry contributions we are at \$1.1 million. For better tracking future financial reports will show as a separate line item.

- EE Audit was completed. B Krogh indicated that the 12 compliance requirements were met.
- Have started the Risk Management Plan & Budget for 2013. Plan to bring the budget to the December Board meeting.

Need resolution for line of credit/building loan signature authority for Merchants Bank. Motion made and seconded (Peterson-Wenzel) to adopt the Resolution & policy. Motion carried.

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

4. **Executive Director's Report:** Judie Foster-Lupkin reported via phone.
EE Contract – Received notice that the variance request is approved. DEED will increase the EE Contract by \$50,000 (original amount). The variance needs to be something outside management control. Of concern, right now we are behind on the 2012-2013 EE Contract due to a lack of referrals from the county.
Performance Evaluations – All should be complete and in to Jayne by Friday.
Budget – working on the 2013 budget. Of greatest concern is the EE Contract and the likelihood that the legislators will cut funding.
Vocational Rehab Partner Meeting – Learned that VR has excess money from organizations who didn't meet their contract. Will be putting out an RFP probably for new programs or expansion of existing programs)
Winona Hymns – concert went well. Staffed all 3 performances. Was told to expect between \$12,000 - \$15,000 in donations)
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 . No report.

Sales & Business Development – Bob Peterson & Judie Foster-Lupkin reported

- Behrens – quoted 1 job to tie box with twine for 3-4 people
- H&R Block – added to shredding customer list
- Riverside Electronics – started assembly job for 1 coach and 2-3 clients.
- Watkins – submitted a number of quotes

- Fastenal – doing work for the school of business and Fastenal Christmas Candy is in.

Fund Raising/PR – Chad Anderson reported.

- Working on several grants, trying to gain feedback of how to improve.
- Chianne, Rachel & Jayne will be attending a grant writing class at SE Technical.
- Kreske Foundation – approached to help with software purchase
- 5K Fundraiser – Chianne put together a plan for the committee. Will be a Neon “glow” run and will target late fall/early November.

Program Management – Ann Nelson reported.

- One VA report, but not for WORC; 268 active clients.
- Verbally approved for the Ticket to Work Social Security Program.
- DT&H hourly ratios were submitted to the counties to determine new rate structure.
- New lighting was completed increasing lumen output by 40%. Total project cost was \$4518 with an estimated energy savings of \$5-6,000 annually.
- Bus grant was submitted for 2013. Reviewed policy for safety committee. Hired a DT&H Community Job Coach. Purchased own CPR dummies with LED lights.

6. Old Business:

Laundry Update – Bob Peterson Reported

- Dave Trickett and Owen Warneke are on board for laundry project
- Tour on Thursday to Iowa laundry facilities.
- Identified subcommittees – HR/Training, Safety/Environmental/Accounting/Systems Integration, Quality Control/Production Process & Procedures, Operational Contingency Planning
- Bob developed a calculator to help determine cost/revenue.
- Using the Linen Management Packet – aspire to meet accreditation standards.

Vertex Software – Completed reference checks to Cedar Valley and Midway Training, both speak highly of the software. Remarked that case conversion is the most time consuming.

Motion (Schneider-Wenzel) to move forward with the contract contingent upon legal review of contract and in particular the terms of the professional services.

CARF Requirements – Jim Yenish reported. He will convene the Executive Committee to look at policies for Board Membership, Executive Director development & evaluation process, Executive Director compensation, Executive Director Succession Plan.

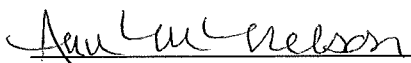
7. New Business -

Board of Director position opening. Crystal Hyatt has submitted her resignation letter. She is unable to continue due to her commitments at work. She enjoys volunteering with Winona ORC and hopes that she will be able to return in the future. Will want to think about filling the position, perhaps with someone with marketing/fundraising background.

Home & Community Options has posted their Executive Director Position. They are doing a multi-state search.

8. Adjourn: Motion made and seconded (Peterson-O'Reilly) to adjourn. Motion carried.

Respectfully Submitted,



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