

**Winona ORC  
Board of Directors  
Minutes of January 25, 2010 5:00 PM**

**Directors Present:** K. O'Reilly, J. Pomeroy, R. Wenzel, C. Anderson, D. Schneider, J. Yenish, M. Modjeski, A. Nelson  
**Directors Absent:** M. Kreiling  
**Employees Present:** J. Foster-Lupkin  
**Guests Present:** B. Krogh

Chair K. O'Reilly called the meeting to order at 5:05 PM.

- 1. Review of Agenda:** No changes, additions, or deletions.
- 2. WORC Workers Council Update:** The WORC Workers Council provided an update on the year's activities.
- 3. Review of Minutes:** Minutes of the Board of Directors meeting on November 23, 2009 were approved. Motion – R. Wenzel, 2<sup>nd</sup> – D. Schneider. All were in favor. (Note: There was no December meeting due to scheduling conflicts related to the Holidays.)
- 4. Finance Committee Report:** Committee Chair J. Pomeroy informed the Board that sales for the month of December were \$109,000 which equated to \$8,000 net loss. For the year, sales were down 20% when compared to budget, however the organization managed a net profit of \$63,000. It was noted that without the receipt of the bus grant and other settlements, net profit would have been breakeven. Cash position was adequate for the current period. Chair Pomeroy noted that the organization will likely see steep increases in all of its related insurance premiums during 2010. Motion for approval – C. Anderson, 2<sup>nd</sup> – R. Wenzel. All were in favor.
- 5. Executive Directors Report:** J. Foster-Lupkin provided updates on the following:
  - Price increases – weekly updates
  - Rick Kraft is looking at efficiencies in both the coach and client areas. Add more people to sites in order to spend less time at each site.
  - Auto accident
  - CNC accident – Broken arm
  - Fully staffed – No employment openings, which is good as it usually costs about \$2,500 per employee turnover.
  - Policy and procedure review is being performed.
  - Direct reports becoming active in the budget.
  - In addition to our HR and Strategic Planning Interns we have 8 senior nursing students working with selected clients to gain additional knowledge on behaviors, mental illness and other disability areas.
- 6. 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 of the subject matter can be found in the minutes of each respective meeting located on the secure website.

**Personnel – J. Pomeroy**

- A settlement was agreed upon at the conciliation meeting for K. Radloff. Cindy Telstad will handle finalizing the transaction. MNDHR ruled for L. Corbeil stating probable cause exists to believe that an unfair discriminatory practice was committed. The Attorney General's office will contact us to set up a conciliation meeting.
- December brought several staff changes. Rick Craft was hired as the Director of Community Employment. He has an MBA in business, and several years experience in OSHA compliance. Jennifer Jonsgaard was promoted to the Community Scheduler position. Jennifer has worked at WORC as a Job Coach for 15 years. Two new Job Coaches were hired: Jennifer Olson and Kelsey Breer. Samantha Beach was terminated.
- The staff grievance reported in November has been resolved. It was mutually agreed to remove a written notice and educational reimbursement was offered upon the satisfactory completion of relevant training.
- The long standing work comp issue with D. Merchlewitz has been settled. This is from work related injuries that occurred in 2006 and 2008. Our workers compensation mod rate 2010 has decreased to 2.08 to 1.91 in 2009.

- Our 2010 unemployment compensation rate is 4.349. In 2008 we elected to become a reimbursing employer with the state of MN, and joined UST an unemployment trust service with a guaranteed rate of .765. Our benefit charges in 08 and 09 were nearly \$100,000. This was due to layoffs in the machining department for nearly 8 months, as well as the layoff and/or termination of several key staff members.
- The Corporate Compliance Plan will be voted on at the 01/25/09 board meeting. Board member compliance training will be scheduled. A copy of the D&O insurance policy has been posted to the Board website.
- Erica Bengston, a senior at WSU has joined WORC as an HR Intern. She will devote 200 hours on HR strategic plan items. Drew Smith from SMU will spend 60 hours as an intern developing a strategic plan for the organization.
- Employee compensation statements are being prepared and will be issued to staff by the end of January.

**Sales and Business Development – J. Yenish**

- Sales were up 9% over plan and have been budgeted up 10% over the previous year.
- Good start in December carrying over to 2010.
- More disciplined in quoting
- Lost some clients due to price increases – Mike Rivers and Montessori School
- Dave Trickett meeting with employees on the possible expansion into laundry.

**Fund Raising / PR – C. Anderson**

- Reviewed 2010 goal plan and events for the year
- Golf will continue to be our largest fund raising event with a goal of \$30,000 this year
- Brainstorming for another large event
- Each committee member will have a goal of raising \$5,000 throughout the year through coordinated asks. Encouraged other Board Members to be aware of any possible fund raising opportunities or suggestions for individuals to approach.

**Program Management – K. O'Reilly**

- Focusing on the fair treatment of clients to eliminate the vulnerable adult issues that have occurred previously.

**7. Old Business:**

M. Modjeski will follow up with Phil Schumacher about joining the Board. R. Wenzel met with Bernie Brenner about asking Dave Adank to join the Board.

**8. New Business:**

A. Corporate Compliance Plan Review

The Board reviewed and discussed the report. Motion to approve – R. Wenzel, 2<sup>nd</sup> – J. Yenish. All were in favor.

B. Discussions with Winona DAC

K. O'Reilly had an initial discussion with Winona DAC about a possible merge given the retirement announcement of their Exec. Director. We shared our financial information and organizational charts and will pursue any further discussions through the Executive Committee.

**9. Adjourn**

The meeting adjourned at 5:40 PM. Motion – J. Pomeroy, 2<sup>nd</sup> – D. Schneider. All were in favor.

Respectfully Submitted,

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Chad J. Anderson,  
Secretary