

**Winona ORC  
Board of Directors  
Minutes of February 22, 2010 5:00 PM**

**Directors Present:** K. O'Reilly, J. Pomeroy, C. Anderson, D. Schneider, J. Yenish, A. Nelson  
**Directors Absent:** R. Wenzel, M. Modjeski, M. Kreiling  
**Employees Present:** J. Foster-Lupkin  
**Guests Present:** None

Chair K. O'Reilly called the meeting to order at 5:00 PM.

- 1. Review of Agenda:** No changes, additions, or deletions.
- 2. Corporate Compliance:** The Board completed Corporate Compliance training lead by Jayne Grupa.
- 3. Review of Minutes:** Minutes of the Board of Directors meeting on January 25, 2010 were approved. Motion – D. Schneider, 2<sup>nd</sup> – J. Yenish. All were in favor.
- 4. Finance Committee Report:** Committee Chair J. Pomeroy informed the Board that sales for the year of \$113,000 had a positive variance to the budgeted number of \$97,000. Net income was just above \$20,000 on the year, which was \$27,000 above plan. Sales and efficiency seemed to be the primary driver of the good start to the year. The Variance Report that used to accommodate the financials has now been changed to Notes to Financial Statements format. Board member comments were positive towards the change. The Board was also advised that a revised budget would be prepared given changes in the Organization's insurance costs and also to reflect a potential 10% decrease in state funding. The revised budget will be presented at the beginning of the 2<sup>nd</sup> quarter. Motion for approval – J. Yenish, 2<sup>nd</sup> – D. Schneider. All were in favor.
- 5. Executive Directors Report:** J. Foster-Lupkin provided updates on the following:
  - Spoke to representatives about the continued importance of funding ORC Programs
  - Amanda Householder, Denny Theede, and Mary Hewitt met with the Winona Chamber of Commerce
  - Annual banquet was a huge success. The clients especially enjoyed the program.
- 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**

- The settlement was issued to K. Radloff. We have sixty (60) days from 01/26/10 to submit a training proposal on reprisal to MNDHR for approval. The Attorney General's office still has not contacted us to set up a conciliation meeting for L. Corbeil.
- One VA was filed against residential house staff for failing to provide proper equipment for a client.
- A staff grievance was submitted to the Personnel Committee Chair. K. O'Reilly and J. Pomeroy will meet with the employee for resolution.
- A check was issued to D. Merchlewitz to finalize the work comp settlement.
- G. Klink an employee in the Machining Department had his arm caught in the CNC machine. The 01/21/10 accident resulted in a broken femur and a compression injury. His doctor has not released him for work.
- A. Householder has secured two interns to aid in the development and implementation of a volunteer program. Each intern will work 140 hours.
- J. Foster-Lupkin submitted a policy change for paid holidays. We currently offer eleven (11) paid holidays. It has been recommended we reduce that number to nine (9). This will bring us into alignment with similar organizations such as HCO and DAC. The reduction would include Martin Luther King Day starting in 2011 and New Year's Eve Day starting in 2010. The potential savings will be approximately \$18,000 per day. The Personnel Committee recommended presenting proposal to the BOD. Motion to reduce paid holidays from 11 to 9 – J. Yenish, 2<sup>nd</sup> C. Anderson. All were in favor.
- The Personnel Committee declined a request for part-time personnel for the Payroll Department.

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

- Sales were 26% ahead of last year during the same period and we expect to be 20% over plan through the month of February. Cost reductions of \$13,000 have helped the bottom line.
- Lost 2 CBS sites: Rivers Hotel Company and Bluff View Montessori School. Rivers was due to a disagreement over price increases and the Montessori school was going to do the cleaning themselves.
- Budgeted for a sales manager but one has not been hired

**Fund Raising / PR – C. Anderson**

- 2009 Events Report was shared with the Board. Events raised a net of \$26,000 which constituted a \$6,800 increase over the previous year.
- 2009 Development Department Report was shared with the Board. 100% of the Board donated in 2009. General donations were \$30,000. 122 donations were received. There was a net decrease of 14 donors.
- 2009 Grant writing – submitted 13 grants seeking \$645,000 in funds. Awarded 6 grants, totaling \$183,000.
- Brighter Tomorrow Project - a seed fund with the hopes of eventually growing the fund into an endowment fund.
- M. Modjeski will be joining the Funding Committee

**Program Management – K. O’Reilly**

- Possibility of losing some state funding for programs.
- Evaluating if Welfare-to-Work Program is profitable. Discussion surrounding whether or not the program conforms to the mission of the Organization. If the program is not profitable, we may need to terminate it.

**7. Old Business:** None

**8. New Business:** **A. Discussions with Winona DAC**

K. O’Reilly informed the Board that the two Organizations met last Friday at the United Way about the possibility of merger. Winona DAC Board members somewhat isolated to the idea and the two sides really discussed nothing of value due to a lack of information sharing. No further discussions were anticipated.

**B. Update on Laundry Study**

Dave Trickett presented some initial talking points on the laundry study that need to be answered before he can further pursue the feasibility study. The two primary subject points were:

1. What type of business structure would the organization use: a WORC stand alone operation; a new private company operating a service housed and operated by ORC; or a joint venture with ORC and one or more partners.

2. How would the service be promoted: “Top Tier” versus “Capable and Competitive”

It was suggested that we contact B. Krogh regarding the business structure and most Board Members agreed that the Organization would likely pursue the “Capable and Competitive” approach.

**C. Nomination and Approval of New Board Member**

Dave Adank was nominated and approved as a new Board Member of WORC. Motion for approval – J. Pomeroy, 2<sup>nd</sup> – A. Nelson. All were in favor.

**9. Adjourn** The meeting adjourned at 6:25 PM. Motion – J. Pomeroy, 2<sup>nd</sup> – A. Nelson. All were in favor.

Respectfully Submitted,

---

Chad J. Anderson,  
Secretary