

Winona ORC Industries
Board of Directors Meeting
Monday, June 4, 2013, 5:00 PM

Directors Present: Robert Peterson, Ron Wenzel, Chad Anderson, Jim Pomeroy, Jim Yenish, Don Schneider, Steve Volkman, Dave Adank, Deb McClellan and Bill Reinarts.

Directors Absent: Ann Nelson, Kevin O'Reilly, Maggie Modjeski and Laurel Mohan.

Employee Present: Executive Director Judie Foster-Lupkin.

1. Review of Agenda. Motion made and seconded by Peterson and Wenzel to approve the agenda, carried with all voting aye.
2. Approval of Minutes. Motion made and seconded by Wenzel and Peterson to approve the minutes as written. Motion carried with all voting aye.
3. Finance Committee – Review and approval of Financials. Chad Anderson reported net income for April 2013 in the amount of \$32,759, and YTD income in the amount of \$58,904, which compares very favorably with the budget YTD of –(\$16,267) and last year to date net income of \$18,428. He noted as well that we will book an additional \$38,000 in revenue due to a reapportionment of unused funds under the wage incentive grant. Mr. Anderson further noted that we have reallocated \$10,000 from the center based program to the community based program. Thereupon motion was made and seconded by Schneider and Adank to acknowledge the financial reports as presented.
4. Executive Director's Report. Judie Foster-Lupkin reported regarding a number of issues. She reported that the laundry construction project is on target for completion in about four weeks. She is planning for an end of July ribbon cutting, donor appreciation tour and open house. Judie will be coordinating with the Chamber of Commerce. Judie spoke at length regarding the past legislative session and noted that there will be a five year rate structure change to provide transition time to adapt to the new rates, when the rates are finalized. She noted that she, Jayne Grupa and Leslie Swartling will be attending CARF training next week to prepare for the 2014 CARF accreditation review. She noted as well that she will be attending CARF surveyor training in July 2013. Foster-Lupkin reported that there is a legislative recommendation that case managers case load should be approximately thirty cases. Currently our three case managers case load is between 65 and 70 cases. Accordingly, she will be considering a ¾ time case manager to handle 35 case files with ¼ of that time spent on the SET Program. This action would reduce the other case manager case load to 55 files each. Judie reported that we will be using SET grant funds to construct a computer lab in the DT&H room. The equipment will include computers for training, a WII and a large screen TV. The lab will be used for clients in the SET Program providing increased activity programming and tutoring for direct hire and also for staff training. Judie provided a brief update regarding our mitten business. Judie also note that our sponsorship package bundling program is going very well and that we have received \$850 to sponsor the annual banquet.
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 information and exhibits for each committee may be found within the meeting minutes for each meetings posted on our secure website.

Jim Pomeroy reported on behalf of the Personnel Committee. Jim presented a written copy of personnel updates as well as two new policies for the Board's consideration. Pomeroy presented the proposed Risk Management Policy and Board of Director's Diversity Policy. After brief discussion, a motion to approve the proposed policies was made by Peterson and seconded by Wenzel. The motion carried with all voting aye.

The Sales and Business Development Committee reported that we have three additional clients working at Watlow. The committee also noted that the die cutter and film machine have been sold. The committee reported that they are working on leads with State Parks, Lands' End and Barnes and Nobles regarding the sales of mittens. It was noted that Barnes and Nobles operates many college and university book stores which also sell many other items. Bob Peterson presented two charts detailing our sales in the center based and community based programs, noting that community based programs are growing nicely in relative to center based sales. He noted that the sales for both are now about 50% each, whereas in the past, center based sales were substantially higher than community based sales.

Fund Raising/Public Relations Committee. The committee reported that they are working at a good pace regarding the 5k race to be held in November 2013. The committee noted as well that they will be meeting later this week on the golf fundraiser.

Program Management. The committee did not meeting since the last regular board meeting.

Laundry Committee. Bob Peterson reported that construction is going very well and that we have taken delivery of a number of pieces of equipment. Peterson provided a checklist of items to be completed with a timeline for the next month to complete this project within the next 4-5 weeks. Mr. Peterson further reported that as of this date the project remains within the budget for same. General discussion ensued regarding sales activity for the laundry.

6. Old Business. Foster-Lupkin spoke briefly regarding CARF requirements.
7. New Business. Foster-Lupkin drew the Board's attention to the condition of the back of the facility and the fact that it is in very poor condition as the steel siding is very rusty. She indicated that she would like to address this situation if funds are left over from the construction project or other available funds. She also noted the need to clean up the backyard area. Thereupon, Wenzel moved to authorize administration to secure estimates to replace the siding which all agreed was unsightly. Motion seconded by Adank carried with all voting aye.
8. The time being 5:55 pm, and there being no further business to consider, D. Schneider move to adjourn the meeting. Motion was seconded by D. Adank, and carried with all voting aye. Thereupon the board adjourned.

Respectfully submitted,

Jim Pomeroy

Please note: The next regular Board of Directors meeting will be in August 26, 2013.