

**Winona ORC Industries
Board of Directors
Minutes of September 23, 2013 5:00PM**

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

Employees Present: Judie Foster-Lupkin

Guest: Blaine Krogh

1. **Review of Agenda:** Motion made and seconded (O'Reilly, Pomeroy) to approve the agenda
2. **Review of Minutes:** Minutes from the August meeting will be posted and reviewed next month.
3. **Finance Committee Report:** Chad Anderson reported net income for August as \$7374 compared with a budget of \$8833; year to date contribution is \$213,000. The committee will be reviewing the strategic plan and preparing a preliminary budget for the December meeting.
Motion made and seconded (Pomeroy, Wenzel) to approve the financial report. Motion carried.
4. **Executive Director's Report:** Judie Foster-Lupkin reported that Mike Rivers has indicated an interest in a 30-day trial period with laundry and the 6 month reduce fee at the Holiday Inn Express. Would be a great way to gradually enter the business. Sport & Spine has signed a contract for linens and mats. Other appointments are being arranged.
 - Performance Evaluations are in process. Judie is reviewing all to ensure consistency. Working on Annual budget with first draft to finance committee in October.
 - Grants - awarded a \$42,500 grant that focuses on placement in Fillmore, Houston and Wabasha Counties. Referrals are to be placed within 30 days; case load will be limited to 20 people.
 - Buses should be arriving within the next four weeks. Hired a new case manager, promoted from a Job Coach, and a new placement person. Tin is complete on the back wall of floor three.
 - Will be traveling to Albia, Iowa for my first CARF survey October 7-8. Also accepted to Blandin Foundation Leadership program, the training, worth \$4,000, is paid by the Foundation.
 - Legislation - a 5% grass roots campaign to increase funding to service providers who serve people with disabilities. MOHR is working to regain the \$1m lost in the budget.
 - The new rate restructure for DT7H has been pushed back. The state is not ready.
 - Minimum wage is back on the agenda for legislation
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 – No report this month.

Sales & Business Development – Bob Peterson reported that sales are down for the month; yet 3.7% ahead in sales year to date. Community Based Services have added Benchmark - 2 times per week; River Star and Winona County doing scanning of documents. Production floor is running out of adequate number of clients to meet production demands. There is a need to keep referrals up. Shredding and mittens are going well. Mittens are being delivered to WSU bookstore (with purple cuffs), Duluth, Grandpa's Barn. Still have a few eco mittens left. Have a new brochure featuring mittens, scarf and hat sets. Have about 35,000 in inventory.

Fund Raising/PR – Deb, Chad, Steve and Judie reported the committee is focusing on the 5K. Needing volunteers to help. Discussion how to approach the event next year with the bundling and how to track who has been contacted and the result along with developing a strategic plan with a person responsible instead of a committee/team.

Program Management – No report this month.

Laundry Update – Bob Peterson reported that we have 4 mat accounts. With changes in staffing at the hospital efforts will need to be made to reach the new contact. Ron is contacting the Sheriff and technical college. Judie and Todd have met with the new YMCA director who is interested in laundry and shredding.

Other possible contacts - WSU, Cotter, Saint Mary's, Gunderson Health Systems.

6. **Old Business:**

Vertex Software remains on hold. Still looking at other demos.

7. **New Business**

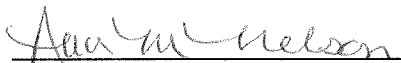
Ownership Disclosure - Board members are asked to please submit the information to Judie by first week of October. Many complaints from other agencies.

Strategic Plan review/update - Finance need an investment policy. Laundry will continue under Sales. Will bring this back under old business next month.

Lewiston Villa - Judie passed out information that she was approached by the owners of Lewiston Villa to purchase the building for \$150,000. After some discussion a motion was made and seconded (Pomeroy, Wenzel) to regretfully decline the offer as we do not see a strategic fit with our organization. Motion carried.

8. **Adjourn:** Motion made and seconded (Peterson, Wenzel) to adjourn. Motion carried.

Respectfully Submitted,


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