

**Winona ORC Industries**  
**Board of Directors Meeting**  
**Minutes of January 26, 2015 5:00PM**

Directors Present: Chad Anderson, Deb McClellan, Kevin O'Reilly, Bob Peterson, Bill Reinarts, Matt Semling, Ron Wenzel, Jim Yenish, Ann Nelson, Steve Volkman

Directors Absent: Dave Adank, Maggie Modjeski, Jim Pomeroy

Employees Present: Heidi Smith  
Guests: Blaine Krogh, John Milek

1. **Introductions** – Welcome Matt Semling to the board! John Millick, in house attorney at Fastenal is attending as a guest and potential board member.
2. **Review of Agenda:** Motion made and seconded (Peterson-Reinarts) to approve the agenda. Motion carried.
3. **Review of Minutes:**  
Motion made and seconded (Wenzel-Peterson) to approve the minutes from 12.1.15. Motion carried.
4. **Finance Committee Report:** Kevin O'Reilly reported on November 2014 financial statement. Waiting for December financials and end of year report. Year to date there is an \$89,300 contribution. Laundry financials should be available the end of March/April to see if the operation is running in the black.

Motion made and seconded (Anderson-Reinarts) to approve the financial report. Motion carried

5. **Executive Director's Report:** Heidi Smith reported.
  - Paul Sanders will be out until April. Randy Gotz, team lead (20 years as a police officer) is taking over some of Paul's responsibilities.
  - Vertex – doubling entering data right now to ensure accuracy. About 95% of payroll is entered, will now concentrate on Accounting.
  - Mian Chicken Chain – had a meeting Jan. 13<sup>th</sup> and received an ok to proceed. Targeting the end of March.
  - Winona Health Laundry – we are meeting expectations. A driver started today. This will help with staffing. Still not enough "par" to cover. Winona health is purchasing as they go.
  - Lewiston – Nick Edstrom had a buyer that may be interested in the building. Hope to hear something next week. Currently have \$85,000 in expenses into the facility so far. A pipe froze in the attic and water flowed down an interior wall. Repairs have been made.
  - Olmsted Plan – Will have a conference call on the Olmsted Plan on Friday March 20<sup>th</sup>. The state is delaying enforcement because they are not following their own plan. Heidi will be researching whether there is an opportunity of hiring clients directly. Discussed how to proceed. The Program Committee will begin reviewing the documents and update the full board. As more information and interpretation is available a task force may need to be formed.
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 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.

**Sales & Business Development** – Bob Peterson reported that sales about \$150,000 lower than budget but sales are running at a 2-3 ratio between center based and community based operation.

- Concern about key staff filling in for jobs in maintenance and driving. Have made some progress with hiring.
- Rich is spending enough time at Lewiston Villa that found a part time person with a boiler license is willing to help out
- Chicken Chain – training small unit using plastic piece to pull chain. They plastic isn't holding up to multiple uses. Peerless will provide additional part.

**Fund Raising/PR** – Kevin O'Reilly reported that the Golf and 5K committees will be combining. Together they will identify major sponsors and work to eliminate contacting the same people.

- The Fundraising committee will meet the 1<sup>st</sup> Thursday in February at Bub's at 4:30pm

**Program Management** – Kevin O'Reilly indicated that no Vulnerable Adult reports were filed. About 280 active clients. Discussed Vertex integration. DT&H may have 37 clients in house (a number of them are working in the laundry). Had 1 person with a Worker Comp injury who had surgery.

**Laundry Update** - Concerned about linen inventory (par). We have 5.5, but need 7. The turn-around time is 2 days. Having Todd in the building helps to keep the efficiency going. There is a bottle neck in sorting dirty laundry. The folder goes down and needs some maintenance. The lint collector has an air imbalance causing the dryer to shut down. Laundry Committee will be restarting a weekly meeting on Thursdays at 7:00am.

7. **Old Business:**

Lewiston Villa Investment – discussed in the Executive Director report.

Minnesota's Olmstead Plan – next steps – discussed in the Executive Director report.

8. **New Business –**


Policy Review – Risk Management and Board of Directors Diversity Policy. The Personnel Committee reviewed and made a recommendation to approve.

Motion made and seconded (O'Reilly – McClellan) to accept the policies. Motion carried.

Annual Awards Night – Theme is "lead Like a Cowboy", scheduled for Feb. 20<sup>th</sup>. RSVP by Feb 13<sup>th</sup>. Souper Bowl Fundraiser for United Way – at Bub's on Friday Jan 30<sup>th</sup>. Tickets are \$10.

9. **Adjourn:** Motion made and seconded (Peterson - Wenzel) to adjourn. Motion carried.

Respectfully Submitted,

  
Ann M. Nelson, M.S., LSW, PHR  
Board Member