

Winona ORC Industries
Board of Directors Annual Meeting
Minutes of April 27, 2015 5:00PM

Directors Present: Chad Anderson, Jim Pomeroy, Dave Adank, Deb McClellan, John Milek, Bob Peterson, Bill Reinarts, Matt Semling, Ron Wenzel, Ann Nelson, Steve Volkman

Directors Absent: Kevin O'Reilly, Maggie Modjeski

Employees Present: Heidi Smith

Guests: Randy Goetz

1. **Welcome Randy Goetz:** The new Community Based Services Director. Randy shared that he has been working at WORC for the past 2 years. Prior to that he was a Deputy Sheriff for Buffalo County for 26 years and had responsibilities as the DARE and K-9 instructor. He sees WORC as a family. (Randy exited the meeting)
2. **Review of Agenda:** Motion made and seconded (Peterson, Adank) to approve the agenda with the addition of the POP Report under New Business. Motion carried.
3. **Review of Minutes:**
Motion made and seconded (Pomeroy-Adank) to approve the minutes from 3.23.15. Motion carried.
4. **Finance Committee Report:** Jim Pomeroy reported on February and March financials. Both show a small contribution on the bottom line. For March there was a \$1065 contribution compared with a \$12,000 budgeted loss. Laundry is showing a \$7,000 net operating gain before depreciation and about an \$11,600 loss with depreciation. Staff have done well with handling financials. Lewiston Villa shows an expense of \$1290. That cost is shown outside the operating budget with the hope that expenses will be recouped once the property is sold.
Motion made and seconded (Peterson, Wenzel) to approve the financial report. Motion carried
5. **Executive Director's Report:** Heidi Smith reported.
 - Insurance - will be adding a 2nd insurance plan to comply with the Affordable Care Act (ACA). Will be seeing a 5.8% increase this year in premiums.
 - Legislation - The \$12M increase for the Olmsted Act was cut. The Extended Employment (EE) funds have different bills in House/Senate (\$1.5M vs \$2.2M). Is heading to conference committee.
 - CBS - We are happy to have Randy fill the position. He has done a great job and gets along well with all staff.
 - Chicken Chain - had a set back due to product issues. Should be back up first week of May.
 - SET - made a United Way request for a Gardening project with ADA beds behind the building. The Master Gardeners are excited to assess. Looking at other partnerships to assist financially.
 - Shredding - 1st quarter had sales of \$7000.
 - POP Report - sent out to Board Members, please take a moment to review and comment.
 - Jayne's leaving - met with Jane and prioritized her work load and divided duties. Holding a Pot Luck on Mon. May 4th at 11:00am. Next Thursday will be her last day.
 - Vertex - Heidi will take the lead with Jane's leaving. We are behind implementation. Now will hold an ever-other week status meeting.
 - Evaluations of Directors - reviewed evals with each and discussed where each is going. Most have their goals done.
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 - Dave Adank and Jim Pomeroy will be meeting to follow up on the self-assessment and determining an on boarding plan.

Sales & Business Development - Bob Peterson reported.

- **Chicken Chain** - Discovered hooks had micro cracks in them. Lost a week of production, but Peerless hired us to take apart the chains. Thankfully no product was shipped.

- CBS to In-house revenues continue to be 2:1 ratio. Growth over the last 5 years has increased by 50%. CBS has doubled and In-house increase by about 1/4.
- Laundry is moving along.

Fund Raising/PR – Heidi Smith report.

- **Golf Tournament** – raffle tickets have been purchased and donations are starting to come in

Program Management – No meeting. Discussed that Heidi, Leslie and Rich were here but committee members didn't receive a notice/agenda.

7. Old Business:


- Lewiston Villa – received a call 2 weeks about from a group interested in the Villa to serve Severely Disabled Children. They are in the process of communicating with the city and neighbors on the facility. They would look to add 60 jobs to the community. FCC made the referral.
On June 11, 2015 the contract is up with Nick. For any parties we are currently working with, Nick would be involved up to 180 days after that date. Will need to review our options and find a way to pursue potential buyers and next steps. Currently have about \$100,000 in expenditures. Concerns with property taxes.

8. New Business –

- Program Committee Strategic Plan & the Agency Strategic Plan - efforts should be coordinated. Need to complete a SWOT analysis by committee targeting a draft in August and review at the annual meeting in the fall.
- Open House - unlikely to get done with staff changes, will wait for the fall. We would target VIPs, funders and the community. Heidi was approached to consider a SMU intern to assist with marketing.
- Starlight Stroll - scheduled for November 6th.
- Filling HR/Payroll position - posted HR job at InDEED.com, SHRM, MOHR and MinnesotaWorks.com. Have also posted Job Coach position to backfill for Randy's spot.
- Next meeting: June 1st 5:00pm

9. Adjourn: Motion made and seconded (Wenzel, McClellan) to adjourn. Motion carried.

Respectfully Submitted,


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