

**Winona ORC Industries
Board of Directors Meeting
Minutes of April 25, 2016 5:00PM**

Directors Present: Chad Anderson, Deb McClellan, Bob Peterson, Bill Reinarts, Ron Wenzel, Ann Nelson, Steve Volkman, Ellen Smith, John Milek and Marie Kovcesi

Directors Absent: Maggie Modjeski, Kevin O'Reilly, Matt Semling

Employees Present: Heidi Smith
Guests: Blaine Krogh, Ron Wenzel

1. **Review of Agenda:** Motion made and seconded (Reinarts-Kovcesi) to approve the agenda. Motion carried.
2. **Review of Minutes:**
Motion made and seconded (McClellan-Reinarts) to approve the minutes with a correction to Deb McClellan's name. Motion carried.
3. **Board Member Candidate:** Ellen Smith. Motion made (McClellan-Reinharts) to approve the nomination of Ellen Smith to the Board. Motion carried.
4. **Finance Committee Report:** Chad Anderson reported the March financial statement showed a net loss of about \$3,000 with year to date net losses of \$33,000. Revenues are even while worker wages are up. The new bus has arrived with a value of \$65,000 (have requested reimbursement for \$52,000). Accounts/Receivables more than 30 days is coming in in April. More than 90 days is growing. More information is requested from the Board since the amount is almost 3 times as much as January. Heidi will gather more details and report back. Laundry has a capital request that will be presented later in the meeting.

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

5. **Executive Director's Report:** Heidi Smith reported.
 - Healthcare expenses is going up. Health Partners declined our renewal. Looking at BCBS. Winona Agency has explained the need to move to a larger group coverage. BCBS may be willing to look at WORC as a special case for insurance coverage. Have also discussed rated with CO Brown
 - Jeremy Miller is a co-signer of the 5% campaign, nothing may happen with the bill this session.
 - Potential for funds for DT&H through Olmstead Act (does not include Extended Employment providers). Bill is for a pilot project with only \$250,000. DHS wants DEED to oversee the project without reimbursement to cover the cost of monitoring.
 - Lewiston Villa – boiler was shut off April 13th, which will help reduce costs.
Medford Senior Care is interested in the property. They toured April 17th and had some questions that the realtor is taking care to respond to.
 - Bus Rodeo – Heidi will be a judge for the event. Registration will be at WORC. Only need a few staff on hand for tours and navigational support. This is to create an awareness of WORC
 - United Way – made presentation today for \$10,000 for the garden project.
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 CBS sales are done, but we are also down 3 job coaches. Lost Mediascope site. Searching for larger operation to help reduce costs. Meyn chain – received a price increase and customer is happy with the product.

Laundry – sales are a bit down following the trend of other departments. Pending contract with Sauer and Saint Anne's. Need a plan to grow Top Line Sales. Laundry is at a \$6,000 - \$7,000 loss monthly due to depreciation

Fund Raising/PR – Deb McClellan reported that Golf committee is meeting Thursday. A subcommittee is scheduled to meet May 13th to determine parameters for fund development.

Program Management –

- CARF is scheduled for May 2017. Will be sending Linda to training, since there will be a lot of HR related activities with the accreditation.
- CPI – Have a staff member trained as a trainer in Crisis Prevention Intervention training. This is a required training for our license and having someone on board who is trained should save us the cost to send or bring a trainer in.
- Referrals – getting some referrals from Winona Senior High (DAC is full).
- Winona Daily News series – features of our clients are coming in a month or two.
- POP report – Purposeful Outcome Planning report is a bit behind. It's been difficult to get reports out of Vertex software that feeds this outcome report.
- IPS – Individual placement program is at capacity. Have started a waiting list.
- Preventative **Maintenance is getting done even without a maintenance person.** Staff are working together.

7. Old Business:

Lewiston Villa Investment – As noted in the Executive Director's report there is an organization looking at the building. Will keep all informed of the any updates.

Vertex Update – Today was on a conference call and Vertex had a higher end Manager on the call who seemed to understand the dissatisfaction with the program. There is now a 3 page status report that clearly outlines the problems that are ongoing. As Vertex "fixes" one thing or updates software, other items stop functioning. Will continue to document and communicate with the company.

8. New Business –

Laundry Capital Request – Negotiating with Saint Anne's and Sauer on their laundry. With the addition of this laundry we would be about 85% capacity with bottlenecks in washing and folding. There was a 3rd expansion planned in the project to add additional machines in a few years, but revenue has picked up faster than expected. At this time the department is losing about \$6500 per month that is related to depreciation costs.

Motion made and seconded (Peterson – Anderson) to purchase the equipment if:

Extend Saint Anne's contract out an additional 17 months at \$.38 per pound

- Ability to contract out for the 225,000 pounds of laundry
- Can confirm installation costs
- With the project not exceeding \$80,000
- And final approval by the Finance Committee

After much discussion about revenue and depreciation costs, the motion was carried.

Board Self-assessment Results – will discuss at the June 6th meeting. The Executive Committee will meet to identify goals related to this survey and to discuss in June.

Board Member with a disability – The EE contract requires that a Board Member include an individual with a disability. It cannot be someone who works at WORC. In the past, utilizing a parent/guardian of a client or individual with a disability was acceptable. Will need to have another discussion about recruiting a member of the community.

9. Adjourn: Motion made and seconded (Johnson - Reinarts) to adjourn. Motion carried.

Respectfully Submitted,



Ann M. Nelson, M.S., LSW, PHR, SHRM - CP
Board Member