

**Winona ORC Industries
Board of Directors Meeting
Minutes of August 22, 2016 5:00PM**

Directors Present: Maggie Modjeski, Ann Nelson, Bob Peterson, Chad Anderson, John Milek, Deb McClellan, Bill Reinarts, Steve Volkman, Ellen Smith, Jim Johnson, Marie Kovecsi

Directors Absent: Matt Semling, Kevin O'Reilly

Employees Present: Heidi Smith

Guests: Ron Wenzel

1. **Review of Agenda:** Motion made and seconded (Reinarts-Peterson) motion carried.
2. **Review of Minutes:** Motion made and seconded with correction of Deb McClellan's name spelling (Reinarts-Anderson) to accept minutes from 6/6/16 motion carried.
3. **Finance Committee Report:** Chad Anderson reported a review of May, June, July financials
 - May showed a profit of \$6970 vs. a budgeted \$8823 loss, a contribution of \$10,000 was made from a memorial of a client's parent.
 - June showed a profit of \$37,024 vs. a budgeted profit of \$36,974, a refund of \$20,226 was received from the Unemployment Trust
 - July showed a profit of \$21,754 vs. a budgeted loss of \$1616, United Way and Xcel Energy Foundation grants were received.
 - Current YTD shows a profit of \$91,977 vs. \$16,706
 - It was noted in looking at the 2017 budget to learn the status of the United Way of Winona which is undergoing program changes.A motion was made and seconded (Peterson, Milek) to accept the financials as presented, motion carried.
4. **Executive Director's Report:**
 - Legislative/Funding/Agency Revenue
 - Legislative Retreat update: Heidi attended MOHR retreat a lot of information was given about the upcoming changes by the Department of Labor WOIA law which will assume agencies such as ORC will be compliant with changes by 2017. The changes are complex and will require much time.
 - Contracts being updated for community based sites to reflect the 8/ 1 minimum wage change to \$9.50/hour
 - Annual Report is in process, finalizing within the next week, with new template should be able to go out earlier next year.
 - Laundry/St. Anne's to start September 1st a month earlier than planned
 - Current ORC Staff shortage – continually finding creative ways to recruit staff: signs, all internet options, t-shirts for community challenge. Bonus retention program is working. Slow to get applicants in last two months
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 – Deb McClellan

- Two referral bonuses were given out.
- Health Insurance renewal went as smoothly as possible
- The bereavement policy is currently under revision
- Time and Attendance software is going well.

Sales & Business Development – Bob Peterson

- PCC Meyn chicken chain interruptions are out of ORC control

Fund Raising/PR – Maggie Modjeski

- Golf- was successful, numbers to come at wrap up meeting it is estimated \$32,000
- Committee has created job description and role of the fund development committee, Will be presenting a proposal at next meeting to recreate part-time PR/Fund development position. With Heidi's current work load and staff shortage this is needed and will eventually pay for itself.
- Starlight Stroll starting to be planned some options to increase revenue are being considered

Program Management –

- VA currently one report under investigation
- Currently 294 active clients
- Safety dashboard is up and going
- Hired a driver, currently in the process of hiring another

6. Old Business:

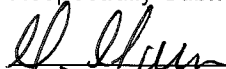
- **Lewiston Villa:** There currently are offers/counter offers on the table, Heidi and members of the executive committee have been working very diligently to sell the building, as YTD it has cost ORC \$59,000 (total investment to date \$140,000 into building) it would be beneficial to have it sold before the boilers need to be turned on.
- **Vertex Update:** Heidi distributed full report outlining her findings and recommendations. The breakdown of usage was discussed. Payroll Manager is used and items requested to be fixed have been repaired. Billing unit is not being used as it does not feed to state program as it supposed to causing ORC to rebill which takes up too much time fixing errors. Accounting ledger get about 5% usages a small piece works with payroll manager, there is a lack of confidence in the accounting system. The risk of errors is too high. Intuition-Client case management only has one piece that feeds into the payroll system. The tone has also changed with Vertex; it has become more of a blame game. The next step will include John reviewing the contract.
- **Board Self-Assessment- next steps:** Steve Volkman reported this is a priority but has been put on hold as the Villa negotiations have been time consuming. More to come in the following months.
- **New Board Members:** Process is in place and Ellen went through it, it seems to be going well.

7. New Business:

- **Board Member Policy:** Bob pointed out we currently do not have a policy on past members of the board returning. This should be looked into for bylaw purposes.
- **State of MN Annual Report/Audit 2015:** Motion to approve as stated. motion made and carried (Anderson-Johnson)

8. Adjourn: Motion made and seconded (Peterson - Reinarts) to adjourn. Motion carried.

Respectfully Submitted,


Maggie Modjeski
Secretary