

Winona ORC Industries
Board of Directors Meeting
Minutes of September 26, 2016 5:00PM

Directors Present: Maggie Modjeski, Bob Peterson, Chad Anderson, John Milek, Deb McClellan, Steve Volkman, Jim Johnson, Marie Kovecsi, Kevin O'Reilly

Directors Absent: Matt Semling, Bill Reinarts, Ellen Smith

Employees Present: Heidi Smith

Guests: Blaine Krogh, Jim Vrochta

1. Guest Introduction of potential board member Jim Vrochota
2. **Review of Agenda:** Motion made and seconded with correction of annual meeting date (Peterson-Anderson) motion carried.
3. **Review of Minutes:** Motion made and seconded (Johnson-O'Reilly) to accept minutes from 8/22/16 motion carried.
4. **Finance Committee Report:** Chad Anderson reported a review of August financials
 - August showed a profit of \$11,000 vs. projected even
 - YTD \$103,000 vs. projected \$16,000
 - Insured cash sweep has been put into place
 - Accounts receivable have been clean
 - The 2017 budget process will be startingA motion was made and seconded (McClellan, Peterson) to accept the financials as presented, motion carried.
5. **Executive Director's Report:**
 - Legislative- Heidi has been asked to be a part of the MOHR Government Affairs Committee; this will give SE MN agencies a voice. She will be assisting in the process of putting together legislative priorities.
 - Heidi has started conversations with Winona area providers (including residential and Winona County DAC) as well as Winona County case managers, on upcoming meetings with clients with a special minimum wage and the VRS/CIL staff (being implemented through the WIOA act. HCO Executive Director Suzanne Horstman had not heard about the changes being implemented through the WIOA act and there is concern about confusion with families and clients. All Subminimum Wage 14C rehab providers are expected to be in compliance by 7/22/17.
 - There are still over 3000 mittens in ORC inventory. Bon-ton Stores in Minnesota are purchasing 250 mittens for some of their store holiday promotions. Still need to reduce or write off these items, taking up space.
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 – Deb McClellan**
 - Fair labor regulations did not impact WORC as much as initially thought
 - Search for maintenance continues, the position will now be called Maintenance Tech vs. Manager
 - Filled three full-time and one part-time position, all positions came through staff referrals. There still is one jo coach position open
 - An independent medical examiner will be looking further into a current claim
 - Personnel hopes to budget for a safety position in 2017

Sales & Business Development – Bob Peterson

- Laundry has picked up an account in Rushford and St. Ann's work is increasing, laundry is currently at 80% capacity.

Fund Raising/PR – Maggie Modjeski

- Golf- was successful, date has been set for 2-17, Kevin recognized the great work Denise and Amy did.
- Starlight Stroll November 4th please consider participating or coming out to support the event
- Maggie proposed the recreation of a part-time development specialist, will put a proposal with goals together for October meeting

Program Management – Kevin O'Reilly
No Report

7. Old Business:

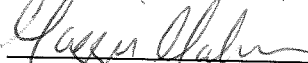
- **Lewiston Villa:** Title and deed have been sent to Winona Abstract and are being updated; basically things are being cleaned up pre-closing. No closing date has been set. WORC will be responsible for all files left by previous owner, either shredding or storing.
- **Vertex Update:** John had looked over everything and made recommendations, WORC will need to come up with a timeline and decide what aspects are most important to keep/get rid of.
- **Board Self-Assessment- next steps:** Steve asked for a board member to head up the strategic planning sub-committee moving forward to meet with Diane Amundson; Bob Peterson expressed interest if no one else has any.
- **Board Member Policy:** John will look to make sure there are no legal limitations and this item will be reviewed along with the by-laws for the annual meeting.

8. New Business:

- **Annual Meeting Monday December 5th :** Steve reviewed items to be discussed at the annual meeting including Board membership renewal, officers, board self assessment, strategic plan updates and reviews, by-law review and other annual policy reviews. Please plan for a longer than normal meeting.

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

Respectfully Submitted,



Maggie Modjeski
Secretary