

Winona ORC Industries
Board of Directors Meeting
Minutes of March 27, 2017 Meeting 4:30 PM

Directors Present: Bob Peterson (Chair), Maggie Modjeski, Jim Vrchota, Ellen Smith, John Milek, Marie Kovacs and Steve Volkman

Directors Absent: Bill Reinarts, Kevin O'Reilly Deb McClellan and Ron Wenzel

Employees Present: Heidi Smith

Advisor: Blane Krogh

Call to order by the Chair (4:40p.m.)

1. Review of Agenda: The Chair inquired if there were any issues or additions with the proposed agenda. None were voiced. Motion made by Jim V. to approve the agenda, seconded by Steve R. Motion carried.

2. January meeting minutes approval. The Chair inquired if there were any issues or corrections with January meeting minutes. Motion by Jim V. to approve the minutes. Seconded by Ellen S. Motion carried.

3. January finance committee report and approval: Ellen reported that for the month of February there was a net profit of \$22,975 which was better than the projected loss of \$11,621. It was reported the Lewiston Villa property sold and closed at a selling price, after costs and taxes, of \$86,227. Once all expenses are produced, a final report concerning the sale of the property will be provided. Ellen further reported the A/R looks good and agency revenues for the month were in-line. Motion made by Jim V. to approve the report. Seconded by Steve V. Motion carried.

4. Board Informational-Commission on Accreditation of Rehabilitation Facilities (CARF)

Heidi S. presented the Board with a slide presentation describing and outlining the various aspects of the CARF audit. She explained the benefits of obtaining accreditation from CARF and the basic quality standards utilized by CARF in connection with their audits. Also, she identified the process CARF would be following and the various accreditation levels CARF may apply, after the audit is completed. This may include a Quality Improvement Plan, if the CARF auditors find any deficiencies. It was explained CARF is a continuous reporting program; therefore, although an audit is completed, there is constant reporting to CARF, along with an annual Quality Report that is submitted each year. The accreditation is important to WORC as state funding for certain programs (such as Extended Employment) require CARF accreditation to participate in these programs. The slides further identified the various Employee Development Services CARF will be auditing and the respective WORC programs that will be audited. It was

noted that the auditors will be at the WORC facility for 3 days starting April 24 to conduct the audit. Volunteers from the Board will be need to participate and Bob P. volunteered to meet with the auditors. It was expressed that WORC is prepared for this audit.

5. Strategic Planning - Session 3 discussion

Maggie M. indicated that session 3 of the strategic planning exercise with Diane Amundson was scheduled for tomorrow (March 28). Diane circulated materials to the group concerning the last sessions. The last session would be related to developing strategic action plans related to the six primary items the group identified the WORC needs to address and strategically focus on in the future. John M. volunteered to provide the Board with an overview of the results of the strategic planning sessions at the next Board meeting.

6. Executive Director Report: No questions were submitted to the Executive Director regarding her 3/27/2017 report.

7. Executive Committee Report: Bob P. reported that the Executive Committee met and similar to the behavior guidelines established for the Board during the strategic planning sessions, the Committee would develop similar behavior guidelines with respect the Executive Director position. Ellen volunteered to help develop and refine these behavior guidelines for further discussion by the Committee and Board.

8. Questions for the Committee Chairs: No questions were presented to Committee Chairs regarding their posted reports.

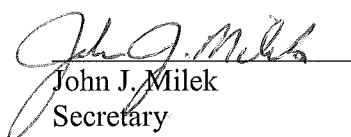
9. AOB: It was reported that the new Development Coordinator, Barb Olson, was on an extended leave of absence related to a medical issue. As a result, the implementation and training of this person for this role will be delayed.

10. Action items: Condolences were extended to Ron W. related to the passing of his wife. The Board extended its sincere sympathy to Ron and his family. Also, as previously discussed, John M. will provide a summary of the results of the strategic planning sessions.

11. Adjourn: Motion was made by Bob P. to adjourn, seconded by Maggie M. Motion carried.

Next Meeting: May 1, 2017

Respectfully Submitted,


John J. Milek
Secretary