

Winona ORC Industries
Board of Directors Meeting
Minutes of January 22, 2018 Meeting, 4:30 PM

Directors Present: Deb McClellan, Jim Vrchota, Ron Wenzel, John Milek, Marie Kovacs and Ellen Smith (via phone)

Directors Absent: Bob Peterson, Maggie Modjeski, and Bill Reinarts
Employees Present: Heidi Smith
Advisor: Blaine Krogh

Call to Order by the Chair: John Milek at 4:30pm

1. Review of Agenda: Chair inquired about issues or additions to the proposed agenda. Deb M noted the year should read 2018. Motion by Jim V to approve agenda, seconded by Ron W. Motion carried.

2. Review and Approval of Minutes (December 4, 2017 meeting): Chair inquired about issues or corrections with the December meeting Minutes. Deb M made motion to approve, second by Ron W. Motion carried.

3. Financial Committee Report -- Review and Approval of Financials Motion to approve by Blaine K, second by Jim V. Motion passed.

4. New Business

A. Evaluate 2018 Board Meeting Schedule and Times:

Discussion on option to change dates and if 8 meetings are sufficient.

Handout with dates approved as follows: January 22, February-- no meeting, March 12, April 30, May-- no meeting, June 11, July-- no meeting, August 27, Sep 24, Oct 29, Nov-- no meeting, Dec 10. Eight meetings for 2018.

B. Ad Hoc Committee needed for Board Recruitment:

Need 3-4 Board Members, discussed "categories"-- Guardian, IT/Social Media, Manufacturing, Work Force Development, Businesses who employ our workers, Higher Ed representative.

John M and Heidi to get together to discuss, Jim V agreed to serve, if needed.

C. Consider Blaine about becoming an Ex-Officio vs Board Advisor:

Discussed the difference in these options, Heidi is an Ex-Officio member (i.e., does not vote). Blaine to stay as an Advisor to Board (non-voting).

D. Sub-Committee Discussion:

Committees have been disbanded, do we need to re-activate them? Staff point-of-view-- Heidi expressed a need to call topical meetings, as needed (health care, transitioning/Vertex, etc) and not "just meet to meet".

Agreement and further discussion to keep our current Committee assignments, and ask new Board members if they have a preference. This keeps topical interests current.

E. Board Web Portal Password: WORC2018

F. Update on Executive Directive compensation:

John M and Kevin O met to review Heidi's 6 objectives for 2017 and sent a recommendation to the Executive Committee. Will meet with Heidi S Wednesday to discuss compensation/bonus. John M thanked Board for email comments.

Executive Committee to begin discussing 2018 goals.

5. Executive Director's Report:

Heidi noted several grants awarded in December and thanked Stephanie for her work on these. (Stephanie's goal-- one grant per week.) More training for Stephanie in February. Heidi S to learn more about outcome measurement management-- CARF does excellent training, Heidi S to attend. Michael B to share/transfer knowledge before he leaves. Tentative leave, between Feb and Nov, 2019.

6. Old Business: Update on Vertex:

Had a demo with Vertex and staff felt we won't need the upgrade. We are under contract until March, 2019 and cannot discontinue the contract. Team would like to go with Traverse for the items not possible with Vertex. Other agencies use Traverse and our accounting software already is Traverse. Suggest we overlap between Vertex and Traverse (Traverse is cheaper and we can negotiate with them - not charge us until we are up and running, etc). Heidi will get a quote from Traverse for next Board meeting.

7. 5:50 pm Motion to adjourn, Deb M, second Ron W Next meeting, March 12, 2018, 4:30 pm.

Marie Kovesci

Respectfully Submitted, Marie Kovesci^{csi}