

**Winona ORC Industries
Board of Directors
Minutes of March 10, 2014 5:00PM**

Directors Present: Jim Pomeroy, Bob Peterson, Steve Volkman, Kevin O'Reilly, Bill Reinarts, Ron Wenzel, Jim Yenish, Ann Nelson

Directors Absent: Dave Adank, Chad Anderson, Deb McClellan, Maggie Modjeski

Employees Present: Judie Foster-Lupkin

1. **Review of Agenda:** Motion made and seconded (Peterson, Volkman) to approve the agenda. Motion carried.
2. **Review of Minutes:** Motion made and seconded (Pomeroy-Volkman) to approve the January 2014 minutes. Motion carried.
3. **Finance Committee Report:** Jim Pomeroy reported that December financials show a y-t-d contribution of \$278,000 (or \$178,000 if take the buses into account). January showed a \$48,500 loss compared with a projected loss of \$9,200. Agency billing is down \$20,000 with questions about qualifying services due to the billing changes with the state. There appears to be a \$100,000 loss of income risk for the year.

Need a new budget for 2014 that reflects 245D statue, Lewiston Villa property, Vertex purchase and mitten production.

Motion made and seconded (Peterson, O'Reilly) to accept the year end and January financials with the understanding that December figures are pre-audit. Motion carried.

4. **Executive Director's Report:** Judie Foster-Lupkin reported that they had an interesting trip to Amsterdam.
 - Banquet – was wonderful, guest speaker was great.
 - 2nd phone meeting with Vertex this week. Will implement the Case Management module first. Jane will be the Project Manager and Judie the Executive Sponsor.
 - CARF review scheduled to start April 2nd at 9:00am.
 - Will be working on a new budget
 - Lewiston Villa – meeting with HCO next week – may just be in a landlord capacity. Tuesday Judie meets with Rachel Schultz from WH to discuss using the building for their telemedicine unit. At this time it looks like Riverside has enough warehouse space (Ron will call). Paying out about \$5,000 per month in utilities. Will be talking with Rich Mikrut about possible options. Craig Porter invited Judie to the Chamber meeting. Economic Development is willing to support remodeling of the facility.
 - Mittens – will be re-evaluating the sales and process
 - Staffing – looking at needs and efficiency
 - Possible minimum wage increase – this is not a problem with staff. For clients the prevailing wage will increase, increasing the cost of production. Local legislators understand the impact of the increase.
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 – No report, will meet next month

Sales & Business Development/Laundry – Bob Peterson reported.

Mittens – Spot sale of mittens to the National Curling Association

Shredding – is becoming more consistent work

CBS – Cleaning for Winona Health has increased to include Urgent Care 5x/week and the halls at the hospital

Laundry – Small expansion at Winona Health, Sauer and continuing at the Jail. Submitted a Federal proposal for Fort McCoy laundry. Purchase a truck that is getting the lift on now.

September 23, 2013 .

Fund Raising/PR – No February meeting; April 3rd is the next meeting. Golf Tournament is set for July 21, 2014.

Program Management – No report.

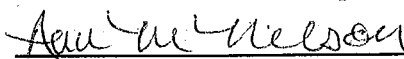
6. Old Business:

Vertex Software - as reported above will be implementing the Case management module first.
Investment Policy – The Finance Committee will discuss and report back to the board by June 30, 2014.
Lewiston Villa – resource utilization plans to be reviewed 6/30/14

7. New Business- none

8. Adjourn: Motion made and seconded (Volkman, Reinarts) to adjourn. Motion carried.

Respectfully Submitted,


Ann M. Nelson, M.S., LSW, PHR
Secretary