

WINONA ORC
Board of Directors
Minutes of November 23, 2009, 5:00 PM

Directors Present: Ron Wenzel, Kevin O'Reilly, Maggie Modjeski, Don Schneider, James Yenish and Jim Pomeroy.

Directors Absent: Chad Anderson, Michael Kreiling.

Others Present: Executive Director Judie Foster-Lupkin.

Chair K. O'Reilly called the meeting to order at 5:03 p.m., and reported that R. Enochs has resigned from the Board of Directors.

Review of Agenda: There were no changes, additions or deletions.

Review of Minutes: Schneider moved and Pomeroy seconded a motion to approve the minutes of the October 26, 2009, meeting minutes. Motion carried with all voting aye.

Finance Committee: Pomeroy reported regarding the financials for October 2009. He noted that sales were \$124,055, with net income of \$6,230. Both items were below plan. He reported year to date sales of \$929,607, with YTD net income of \$46,188, which compares favorably to the prior YTD loss of \$28,407. The Board briefly discussed the desire to develop an endowment, perhaps in the amount of \$250,000 or more. The endowment could be used for emergencies or drawing interest for special or capital needs. Modjeski moved to approve the financial reports as presented. Motion was seconded by Yenish and carried with all voting aye.

Budget Review: Executive Director Foster-Lupkin reviewed the proposed 2010 budget which included several adjustments from the 2009 budget. The new budget includes price increases which amount to about \$30,000 for the production floor and an additional \$30,000 for community based sites. On an overall basis the budget projects \$4,500 in net income from all operations for 2010. The budget includes the possibility of a full time sales position and a half year full time administrative assistant, depending upon our ability to do so as the year goes on. She reported that staff will try to fulfill the sales function internally and hire when funds allow. The budget assumes no bad debt and increased attorney fees for several outstanding claims. O'Reilly noted that it is essentially a flat and conservative budget. He noted that the budget includes a 4% wage increase and for contributions to double in 2010. Wenzel moved to approve the proposed 2010 budget as presented. Motion was seconded by Schneider and carried with all voting aye.

Executive Director Foster-Lupkin reviewed proposed capital projects for 2010, with a total cost of approximately \$27,500. She noted that outside funding would be sought for \$12,250, with the WORC funding share of about \$15,250. She indicated that some of the items were to catch up on deferred maintenance items and yard security.

Executive Director's Report. Ms. Foster-Lupkin reported that she accepted the early resignation of two staff members. She noted that offices are being moved around to eliminate barriers to productivity. She reported that she will be re-creating many job descriptions to appropriately reflect job duties. She noted that she will focus on better training for job coaches and a mentorship program.

Personnel Committee Report: Pomeroy reported that Attorney C. Telstad will arrange for a MNDHR investigator to meet with T. Olson and R. Morrison regarding the L. Corbeil charge. He also reported that Denise Matejka has been hired as our new Vocational Case Worker, and that she bring valuable experience to the position. He indicated that interviews are scheduled for community employment and job coach positions, that will hopefully be hired in early December. He reported that the Board of Directors Corporate Compliance Plan resolution, Corporate Compliance Plan and Business Code of Conduct were approved by the Personnel Committee and will be presented to the Board for approval. He and Don Schneider complimented the Executive Director and Human Services Director Jayne Grupa for putting together a very professional compliance plan and code of conduct. He also reported that Jayne Grupa has been selected to serve as the Corporate Compliance Officer. Foster-Lupkin reported that she has revised the organizational chart and that all direct reports will now be divisional directors. She reported that she received a grievance filed by a staff member regarding a lack of training. She will attempt to secure a mutually acceptable resolution. The committee will not meet in December and will now start their regular meeting at noon.

Sales and Business Development Committee: Mr. Yenish reported that sales have held up reasonably well. He noted that additional development contacts are being developed. Regarding the potential of developing a laundry enterprise, he noted that a great deal of data has been secured. He noted that Dave Trickett will be working with us to develop a feasibility study and business plan for a laundry division.

Fundraising Committee: Mr. O'Reilly reported that fundraising mailing have been sent out, and that Mandy Householder is working on fundraising plans for next year.

Program Development Committee: Mr. O'Reilly reported that the committee is focused on developing a survey for program management.

Old Business: Reminder that there will not be a December 2009, Board meeting.

New Business: Re-election of Board members. Yenish moved to reappoint Wenzel to and additional three year term. Motion seconded by Schneider, carried with all voting aye. Pomeroy moved to reappoint Kreilig to additional three year term. Motion seconded by Wenzel carried with all voting aye. Schneider moved to reappoint Pomeroy to additional three year term. Motion seconded by Wenzel carried with all voting aye. O'Reilly reported that Ms. Ann Nelson has agreed to serve on the WORC Board, thereupon Wenzel moved to appoint Ann Nelson to a three year term. Motion was seconded by Modjeski and carried with all voting aye.

Ms. Modjeski suggested that Phil Schumacher would be a good addition to the Board. She noted that he is a Fund Development Director for the Gundersen-Lutheran Foundation. The Board encouraged Maggie to discuss Mr. Schumacher's interest in joining the Board with him. General discussion ensued regarding securing an attorney to serve on the Board. Wenzel indicated that he would discuss membership with Attorney Greg Wohletz.

There being no further business to come before the Board, Yenish move to adjourn the meeting. Motion seconded by Wenzel, carried with all voting aye. Thereupon the Board adjourned at 6:13 p.m.

Respectfully submitted,
Jim Pomeroy

