

W.O.R.C. Board of Directors Meeting  
March 23, 2009  
Board Room, WORC Building

PRESENT: Ron Wenzel, Kevin O'Reilly, Jim Yenish, Jim Pomeroy, Chad Anderson, Mike Kreiling, Mary Malloy, Don Schneider Staff: Bill Harris  
Absent: Pat Malone,

1. Mary Malloy called the meeting to order at 5:05pm, there was a quorum present.
2. Mary Malloy asked for a review of the minutes from February 23, 09, and a motion to approve. A motion was made by Mike Kreiling, it was seconded by Ron Wenzel, and passed unanimously.
3. Mary introduced Don Schneider, who has returned to the Board after being away in California.
4. Jim Pomeroy reported on the finance committee meeting that was held just prior to the Board meeting. The financial statement shows a net gain of \$5,696 for the month of February, still a loss of \$33,727 for the 2 months year to date. Sales were 19% below budget for the month, Agency Revenue was up, 16% above budget. A motion was made by Jim Yenish to approve the Finance Committee report as presented; it was seconded by Don Schneider, and passed unanimously.
5. Mary Malloy had to leave the meeting for personal business. She said that since her term was up this would be her last meeting, that she thanked the Board for their support in her term as Board Chair, and said she felt gains had been made. The Board members in turn thanked Mary for all her hard work and wished her well.
6. There was a discussion of contingency plans for a financial downturn. Bill presented a plan that proposed several cost saving measures that have been taken, and several more that could be taken with Board approval, and also provisions to be taken if the situation gets dramatically worse. It was decided that the Board would meet in two weeks, on April 6<sup>th</sup>, in a special meeting to further review financial contingency plans. One measure that Bill suggested was a reduction in the mileage rate paid to staff for use of their personal vehicles. WORC policy currently is to pay the IRS rate. Bill suggested changing the rate to \$ .455 per mile. Jim Polmeroy made a motion to change the mileage reimbursement rate to \$ .455 per mile, the motion was seconded by Mike Kreiling, and it passed unanimously.
7. Personnel Committee: Jim Pomeroy reported on the meeting of the Personnel committee, which met on 3/18. Jim said that the discussion had focused on the performance appraisal process, and the revised employee discipline policy, and the committee was recommending new language for each policy statement. A motion was made by Jim Pomeroy to change policy to do staff employee performance appraisals one time per year. The motion was seconded by Ron Wenzel, and it was passed unanimously. A motion was made by Mike Kreiling to approve new language in the staff personnel policy related to employee discipline, the motion was seconded by Don Schneider, and was passed unanimously. (see attached policy statement)
8. Sales and Business Development. Committee: Jim Yenish reported on the meeting held on 3/19. There was some discussion of the potential development of a laundry service business.
9. Fund Raising Committee: Kevin O'Reilly reported for the committee which met with the Sales group on 3/19. The golf committee has been active and is doing well on the goal. The committee feels we should focus on obtaining additional grant income.

10. Executive Directors Report: Bill emailed the report to the Board.

MOTION: Ron Wenzel made a motion to adjourn, seconded by Jim Yenish, and the motion CARRIED. Meeting adjourned at 6:05 pm.

Respectfully submitted,  
Bill Harris,