

WINONA ORC INDUSTRIES  
Board of Directors  
Minutes, 3/16/2020

Winona ORC Industries

Board Meeting, March 16, 2020

Meeting held by phone due to COVID-19.

Board Members Present: Judy Herdina, Terry Klonecki, Deb McClellan, Denise McDowell, Bob Peterson, Bill Reinarts, Connie Tropple, Jim Vrchota.

Chair: John Milek, Secretary: Marie Kovecsi.

Executive Director: Heidi Smith

Meeting called to order, 5:00pm.

1. Review/approve agenda, B Peterson, B Reinarts.
2. Review/approve minutes, J Vrchota, B Reinarts. Note spelling correction, Connie Tropple for Finance Committee Report. Minutes, Feb 2, 2020.
3. Finance Committee Report: Connie Tropple, Chair. Technical problems for Committee Meeting. Jan, 2020 Report on web, Feb/March on track (per H Smith). Approve/second: J Vrchota, J Herdina.
4. New Business-- Review COVID-19 impact on ORC: calls made to discuss contracts, unsure if day program (cleaning on-site, etc.) will continue. HR -- 3 evaluations: evaluated each client regarding qualifications for unemployment; evaluated use of staff to keep clients working close to regular hours/week; and, reassigned staff/clients to keep laundry going. Priorities: laundry, contracts off-site, poultry chain. Staff makes visits to clients at residential sites.
5. New Business, next steps: letters to customers, employees, staff to explain changes due to COVID-19. Vocational Rehabilitation Services closed until April 10th. Continue to provide guidance for clients regarding unemployment-- this is a leave of absence, not a shut-down. Some staff positions may be able to work from home (Finance). Some employees (Job Coaches) have new assignments on-site. Sick leave flexible if self-quarantining occurs.
6. Old Business: Develop policy for Executive Director Compensation. Tabled.
7. Executive Director Report: Banquet delayed until Sep at Riverport (date tbd, possibly, Sept 26). Laundry is going well. New sites acquired but all on hold. Preparations on Bremer grant (due shortly) are on track.
8. Motion to adjourn, 5:45 pm, B Peterson.
9. Next Meeting, April 27, 2020.

Respectfully Submitted,

Marie Kovecsi, Secretary