

Winona ORC
Board of Directors
Minutes of April 25, 2011 5:00 PM

Directors Present: K. O'Reilly, J. Pomeroy, C. Anderson, D. Adank, C. Hiatt, J. Yenish, L. Mohan, R. Wenzel, D. Schneider
Directors Absent: A. Nelson, M. Modjeski
Staff Present: J. Foster-Lupkin
Guests Present: B. Krogh

Chair K. O'Reilly called the meeting to order at 5:05 PM.

1. **Review of Agenda:** No additional changes, additions, or deletions were noted.
2. **Review of Minutes:** Minutes of the March 27, 2011 were approved as amended. C. Hiatt noted that she should have been listed as present for the meeting. Motion – R. Wenzel; 2nd – D. Schneider. All were in favor.
3. **Finance Committee Report:** Committee Chair, J. Pomeroy informed the Board that the Organization's current cash position was \$296K compared to \$60K in 2010. Sales were approximately 7% under budget for the month, however only 2% behind for the year. Given our exit from machining, Sales were about \$75K less than the prior year. Net profit for the month was \$2K compared to a budgeted figure of \$317. YTD net income was \$20K compared to a budget figure of \$3K and last year's figure of \$61K. Operating expenses continued to run under budget given the slow sales. Motion for approval –J. Yenish; 2nd – R. Wenzel. All were in favor.
4. **Executive Directors Report:** J. Foster-Lupkin provided a review of the CARF audit. The Organization was reviewed by three surveyors over three days. The Organization was hopeful of receiving a 3-year accreditation however the surveyors did note some recommendations in their review. All of the recommendations seemed achievable and were not anticipated to restrict accreditation. The audit was very thorough and the surveyors met with a variety of staff as well as community individuals to gain an understanding of the Organization and its role within the community. No work comp or VA issues were cited. We will receive the written report in 4-6 weeks. Their main message was to continue to build on the things the Organization is currently doing.
5. **Committee Reports:** The following committee reports were presented to the Board. The following is an overview 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 committee or on the Organizations secure website.

Personnel – J. Pomeroy

- There were no VA's to report
- A Job Coach, Jacey Nelson resigned to take a position in La Crescent where she lives. Jamie Vanoosbree, a DTH Job Coach submitted her resignation. She will be moving to Owatonna.
- Marty Burd has agreed to sign the separation agreement. The transaction should be finalized by the end of April.
- We had one work comp claim in April. A client attending class for culinary training sliced the very tip of his finger. He went to urgent care and the finger was bandaged. No stitches required and no lost time.
- We received notice that the work comp claim for former employee Rick Morrison has been settled.
- The CARF surveyors were at ORC April 13 – 15. In Human Resources they recommended policy for contracted services, and more comprehensive policy on volunteers/interns. We will begin working on those policies shortly. They were pleased with our changes in performance evaluations.

Sales and Business Development – J. Yenish

- March was a slow sales month
- YTD sales were close to budget
- CBS sites were solid and producing nicely. We continue to pick up accounts.
- Brian's Toys starting to pick up
- So far April appears to be better than March and ahead of plan.

PR & Funding – C. Anderson

- Spelling Bee generated between \$3-3.5K. We are looking at a possible change in venue given the growth of the event. Bubs basement is getting too cramped. Also looking at bumping up the entry to \$100 for corporate entries.

- Golf committee is meeting on Thursday nights. Major sponsor so far consist of Fastenal and MBM Logistics. Gostomski and Kierlen have agreed to match net proceeds again. Focus to improve the tournament with less on course games and also fewer but better prizes.

Program Management – K. O'Reilly

- 332 clients working approximately five hours per day.
- One incident being reviewed by the state involving a client who was choking on a piece of ham. He refused help from the Organization. Care provider phoned medical services about the issue. The state contacted us and is performing an investigation of the issue. We have provided our facts. No follow up from the state yet.
- Mona had 12 job referrals for through February.

Laundry – K. O'Reilly

- Contacting Winona Health about three possible scenarios to partner with them for the project. 1. Joint partnership. 2. Separate ownership where Winona Health buys and owns equipment and ORC provides workers and production facility. 3. Linen purchase partnership where ORC buys equipments and Winona Health purchases the linens.
- In the process of lining up a meeting with Mike Allen of Winona Health
- The three options would lower ORC's risk and fundraising efforts to 50/50.
- Easier sell to the community if it's a partnership between two local businesses versus just one entity.
- Todd will continue to research other laundry services that have done similar partnerships.

6. Old Business: None

7. New Business: **Board Governance Letters**

- Board members submitted Governance/Commitment Letters. All directors present at the meeting submitted their letters. J. Foster-Lupkin to follow up with directors that were not present.

Golf Tournament Hole Sponsorship – Board Members

- It was suggested that the Board sponsor a hole at the golf tournament. Cost to each Board member was \$32.00. Target revenue for the event this year is \$40K.

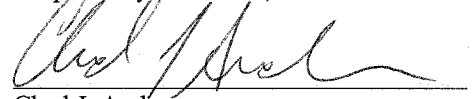
Board Meetings – Summer Schedule

- The Board will meet in May and then not again until August. An interim meeting can be called if deemed necessary. Subcommittees will continue to meet as scheduled.

8. Adjourn

The meeting adjourned at 5:40 PM. Motion – D. Schneider, 2nd – C. Hiatt. All were in favor.

Respectfully Submitted,


Chad J. Anderson