

Winona ORC  
Board of Directors  
Minutes of the November 22, 2010 Meeting  
5:00 P.M. at Winona ORC Building

Present: Directors A. Nelson, L. Mohan, D. Schneider, K. O'Reilly, D. Adank, J. Yenish and J. Pomeroy.

Absent: Directors C. Hiatt, C. Anderson, R. Wenzel and Maggie Modjeski.

Also Present: Executive Director Judie Foster-Lupkin and B. Krough.

#### REVIEW OF AGENDA

No changes, additions or deletions noted.

#### MINUTES

Motion was made by D. Schneider and second by L. Mohan to approve the minutes as written. Motion was carried with all voting aye.

#### FINANCIALS

Copies of the financials were sent to Board. Pomeroy noted that sales for October 2010 were \$122,421 which was 2% above budget. YTD sales are in the amount of \$1,020,162, which is 3% below plan. However, he also reported that net income for the month was \$30,473, which is substantially above budget, and that YTD net income in the amount of \$342,995, is about \$252,000 above plan and \$196,000 better than this time last year. Board Chair O'Reilly commented favorably regarding the financial performance of WORC so far this year. Mr. Yenish also noted the benefit of developing better costing tools which added nicely to profit margins. After brief discussion, D. Adank moved to receive and acknowledge the financial reports for October 2010. Motion was seconded by A. Nelson and carried with all voting aye.

#### BUDGET

Chair K. O'Reilly reported that the Finance Committee reviewed and made minor changes to the proposed operating and capital budgets for 2011. With the changes, the budget will conform to the first draft of the proposed budget prepared and distributed in October 2010. That budget anticipates total revenue of \$3,120,370, total operational and administrative expenditures in the amount of \$3,116,380, resulting in net income of \$3,990. Executive Director Foster-Lupkin noted that net income is just above break even, but that this is a very conservative budget. She did note, however, that the state financial situation could result in reductions to agency revenue and that we will have to monitor the situation and adjust accordingly. Ms. Foster-Lupkin spoke briefly regarding the possibility of hiring a combined administrative assistant/development position, which would be further considered at a later date. After brief discussion, A. Nelson moved to approve the budget as proposed and amended. Motion was seconded by D. Schneider and carried with all voting aye.

#### EXECUTIVE DIRECTOR'S REPORT

Ms. Foster-Lupkin provided each member of the board with a new corporate directory with the names and numbers of key personnel. She also drew attention to the cover story for the latest edition of the Minnesota State College Southeast Technical magazine that featured WORC board member Ron Wenzel. She advised that they recently held a "Thank You" lunch for staff and clients for their hard work for the organization. She noted that the lunch was well received

and appreciated. She also passed around gift cards that were designed by staff and clients that will be used in the course of business. She also offered the cards for sale to board members.

#### PERSONNEL COMMITTEE

Ms. Foster-Lupkin reported that a staff member tried to secure the phone number of a client by obtaining information off of an emergency information card that he should not have accessed. Failing to secure the correct phone number, he then got the phone number from the client and then sent an inappropriate text message. The client contacted law enforcement. The staff member admitted what he had done. Upon reviewing the situation, the staff member was terminated for violating several well established policies.

#### FUNDRAISING/PUBLIC RELATIONS COMMITTEE

The committee did not present a report as Ms. Foster-Lupkin advised the committee will be meeting less frequently, due to our concentration on the laundry project. D. Adank noted that there should be a list of consistent talking points that members could use when discussing the project with potential donors. Ms. Foster-Lupkin reported that a package has been developed with specific questions, which includes an executive summary as well as a letter of endorsement from the Winona Area Chamber of Commerce. A folder with relevant information was provided to each board member. Chair K. O'Reilly posed several questions regarding the OSHA grant. Ms. J. Foster-Lupkin noted that upon completing the current grant, WORC will be applying for an additional implementation grant from OSHA. She also noted that once the current grant expires, that if we are not successful in obtaining the second grant, that the staff position funded by the grant would no longer be needed. She advised that the employee was fully aware of the situation should we be unsuccessful in securing the implementation grant.

#### OLD BUSINESS

Chair K. O'Reilly, L. Mohan, A. Nelson and J. Foster-Lupkin will be meeting next week to review and update the By Laws for presentation to the board at a later date.

#### NEW BUSINESS

Substantial discussion ensued regarding CARF Board/Governance Accreditation. Chair K. O'Reilly suggested that we should move ahead in doing the work required to obtain the certification. It was noted that while it appears that a substantial amount of documentation would be required, that a number of the accreditation components are probably already being done in some measure. Ms. J. Foster-Lupkin noted that there are items that will be on future agendas that would be helpful in moving us closer to accreditation. Questions were raised regarding the amount of time and expense that would be required to obtain governance accreditation. B. Krough noted that the timeline was very short to qualify for accreditation by the deadline in April 2011. D. Schneider and B. Krough suggested using a 30 month time frame to fully implement the numerous items necessary for accreditation, for audit during the three year CARF audit cycle three years from now. Chair K. O'Reilly advised that he will follow through regarding the requirements and keep up moving in that direction.

#### ADJOURN

There being no further business to come before the board, D. Adank move to adjourn. Motion was seconded by J. Yenish and carried with all voting aye. The board adjourned at 6:06 p.m.

Respectfully submitted,

Jim Pomeroy

