
	WACOSA BOARD of Directors	
	Program Committee	
	Meeting Minutes	
	January 29, 2020	
	3:15 pm - 4:40 pm	
Providing adults with disabilities the opportunity to live and work in their community		

Members Present	LeRoy Northam, Nancy Betts, Jennifer Johnson
Members Not Present	Jeanne Theis, Zach Dorholt
Author	Jennifer Johnson
Status	Final

1. Welcome Committee Members-Special Meeting

2. Review Committee Calendar 2020-Additions/Changes

- March 9 5:00 pm - 5:45 pm
- June 1 5:00 pm - 5:45 pm
- September 14 5:00 pm - 5:45pm
- December 7 5:00 pm - 5:45 pm

Meeting location to be held at Wacosa Admin Building- Small conference room unless otherwise noted.



3. Updates from Committee

A. Roles & Responsibilities Established

- i. After committee discussion, it was acknowledged that Nancy Betts will develop 4-6 KPI's based on program data she already has, as well as, collecting data on 3 new employment programs.
- ii. For the interim, LeRoy Northam and Jennifer Johnson will serve as Co-Chairs on the Program Committee.
- iii. Nancy Betts will continue to send out the agenda to the committee and Jennifer Johnson will take minutes during the meetings.
- iv. Committee discussion related to including non-board members to the Program Committee meetings.
 1. Nancy Betts suggested opening up the meetings to invite Service Recipients of Wacosa to attend. She also mentioned she knew a few community members in the field that would be a great resource to have on the committee.
 2. Per Board Charter, the Program Committee can consist of 6 to 8 total members (2 to 4 Board, 2 to 6 Non-Board).

B. Program Committee Training & Development

- i. To ensure Board Committee members are fulfilling the CARF Training requirements, Nancy Betts will develop a Board Training Log to capture meetings and time tracking.
- ii. LeRoy mentioned that he, along with Jeff Murphy, Board Chair, are in the process of working with Dayta Marketing to help set up a Google Drive

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- solution which will allow the Board and Committee members to access applicable documentation which can include Board Training documents.
- iii. It was suggested by Jennifer Johnson to schedule a tour of Wacosa’s sites including the Sauk Centre location with the Program Committee Members. It is important for the Committee members to be familiar and well informed with Wacosa’s programs and site locations. Nancy Betts will coordinate a day/time for the available members to tour the facilities. This tour is open to all board members.
 - iv. Prospective Board member, Program Committee candidate, Mollie Garden to meet with Steve Howard, Jeff Murphy, and Jennifer Johnson on February 6.

C. 2020 Goals

- i. Continue discussion with Committee members for setting 2020 goals that support the Wacosa mission.
 - 1. Discuss at March meeting the future of the Sauk Centre location- rent vs purchase.

Next Meeting: March 9, 2020