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|  | WACOSA BOARD of Directors |  |
| | Program Committee | |
| | Meeting Minutes | |
| | March 9, 2020 | |
| | 5:00-6:15 | |
| Providing adults with disabilities the opportunity to live and work in their community | | |

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

1. Welcome Committee Members

- Welcome Jeanne Theis to the Program Committee

2. Review Committee Calendar 2020-Additions/Changes ***Note change of meeting duration, 1 hour***

- March 9 5:00 pm – 6:00pm
- June 1 5:00 pm – 6:00pm
- September 14 5:00 pm – 6:00pm
- December 7 5:00 pm - 6:00 pm

Meeting location to be held at WACOSA Admin Building- 310 conference room unless otherwise noted.

3. General Program Updates

A. Staffing



- i. Currently working to fill an estimate of 17 open positions. Having difficulty hiring for 1st shift in the South location. Historically, the 2nd shift has struggled with open positions, but the \$1.00 shift differential has made a big difference with filling positions.
- ii. A job fair was held at WACOSA February 26th & 27th and yielded 7 job offers.
- iii. In the process of creating a new job description, “DSP Assistant”, which is geared towards individuals that are new to the field and/or have cognitive abilities that limit/restrict them from effectively completing the DSP job duties including data collection/tracking, charting on outcomes/programs etc. Job duties would include, but not limited to, assisting with feeding time, and assisting with quality assurance on work opportunities/piece work.
- iv. It was Staff Appreciation on Friday, March 6th and staff were treated with a pizza party.

B. In-House Work Opportunities

- i. Work opportunities are coming in- requiring more complex skill sets.

C. Influenza A & Other Illnesses

- i. Dealing with Influenza at Waite Park sites affecting both staff and persons served. Staff trained in 245D from all departments are filling in where needed.

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D. Applying for Morgan Grant

- i. Nancy Betts, Carrie Peterson, and Mike (new media position) are working on applying for the Morgan Grant asking for \$20,000-\$30,000 in grant dollars for media classes and new media equipment.

E. Planning Long Term for Sauk Centre Location

- i. Reviewed and received a copy of the lease
- ii. Discussed “Pros” of Sauk Centre location-on city transportation (Tri-Cap, bus), and good location in Stearns County serving the needs of persons served in the area.
- iii. Would like a space that can accommodate more programs/services like Shred, Thrift Store and Seniors Program.
- iv. Nancy Betts will research Sauk Centre area for properties to purchase and discuss with a realtor different options available. She will be calling on behalf of herself and not WACOSA. We want to scope out what is available and the financial implications of lease vs purchase. How much will it cost?
- v. Discuss and review long term plan with Finance and Executive Committees.

4. KPI Recommendations

A. Number of Clients Served Monthly

B. Client Funding Utilization Rate

- i. Work with developer to create report.
- ii. Work with accounting to include in procedures/internal control policy

C. Employment Services

- i. Employment Exploration Services (EES)
- ii. Employment Development Services (EDS)
- iii. Employment Support Services (ESS)
 - 1. Current computer system has the capability to track and monitor.

5. Vulnerable Adult/Abuse Prevention Plan

A. Reports

- i. One external report suspected- alleged WACOSA did not provide supervision to client who did not exit van- awaiting resolution if DHS does investigation.

Next Meeting: June 1, 2020