

Providing adults with disabilities the opportunity to work and live in their community



WACOSA Board of Directors Meeting

February 24, 2020

5:30 PM – 7:30 PM

<u>Board Members Present</u>	<u>Board Members Absent</u>	<u>Staff and Committee Members Present</u>
Jon Archer Ron Brandenburg Zachary Dorholt Karla Myres LeRoy Northam Joe Perske Cherie Scofield Jeanne Theis Jeff Benveniste Laura Krueger Mollie Garden	Herb Trenez Jeff Murphy Sherwin Anderson	<u>STAFF</u> Nancy Betts Steve Howard Traci McKinnon <u>COMMITTEE</u> Jennifer Johnson

1. Welcome – LeRoy Northam opened the meeting and presided in the absence of Jeff Murphy. Mr. Northam welcomed new Board Members Jeff Benveniste, Laura Krueger, and Mollie Garden. New Board Member Sherwin Anderson was not able to attend the meeting.

2. Review of agenda – additions/changes. Motion by Karla Myres and second by Joe Perske to accept the agenda with the addition of a discussion concerning the location of the Board Meetings. Motion passed.

3. Approval of Minutes from November 25th, 2019 Meeting.

Motion by John Archer and second by Zach Dorholt to approve the November 25, 2019 Minutes. Motion passed.


4. Committee Reports

a. Finance Committee.

Traci McKinnon provided a summary of the year end financials for 2019. A complete description of the summary can be located on the Board Portal. Motion by Cherie Scofield and second by Jeannie Theis to approve the financial report. Motion passed.

b. Executive Committee.

LeRoy Northam and Steve Howard reported on various activities of the Executive Committee. LeRoy Northam directed the Board Members to the handout titled WACOSA 2020 Committee Assignments/Officers/Signers for the Board Members review. It was noted that Joe Perske should be added as a member of the HR/Comp/Benefits Committee.

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Steve Howard informed the Board Members regarding the Members' term limits status, noting that Board Members Zach Dorholt, Joe Perske and Cherie Scofield each were currently in terms that were scheduled to conclude at the end of 2020.

c. Program Committee.

Nancy Betts presented the Review of Accessibility/Corrective Action Plan.

Motion by Zach Dorholt and second LeRoy Northam to approve Corrective Action Plan for 2019 as presented. Motion passed.

Nancy Betts then presented on the proposed Review of Accessibility Plan for 2020.

Motion by John Archer and second by Zach Dorholt to approve Accessibility Plan for 2020 as presented. Motion passed.

Jennifer Johnson and Nancy Betts reported on the recent field trip undertaken by members of the Program Committee during which visits to the 1st Ave and Sauk Center sites, as well as to the primary WACOSA site, were included as a part of the field trip. It was reported that those who were able to participate in the field trip found the trip to be very informative and recommended that all Board and Committee Members attempt to participate in future such trips.

d. Development Committee.


Karla Myres provided a brief update concerning the work of the Development Committee.

e. Human Resources.

Ron Brandenburg provided a brief update on what the Human Resources Committee was currently working on, including continuing to refine the metrics it would use to track recruitment, retention, employee safety, worker's compensation, compensation and benefits and following up on selected responses to the last employee survey.

f. Marketing, Communications & Advocacy.

Laura Krueger reported on what would be the focus of the Marketing, Communications and Advocacy Committee's work during 2020.

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5. Executive Director's Report.

Steve Howard reviewed the WACOSA metrics that are featured at each Board Meeting. A more detailed report can be found on the Board Portal. Mr. Howard also reported on the work that was being done to replace the lost Electrolux work and expressed encouragement that plans were continuing to be examined with which WACOSA and its consultant, Charlier Clour, could continue to seek out new work opportunities, including the change in focus around the work that Charlie Clour had been utilizing to a more mass marketing type approach using WACOSA clients to assist with making the initial marketing contacts.

6. Meeting Location.

Joe Perske led a discussion around the benefits of continuing to conduct Board Meetings at WACOSA as opposed to at other sites, such as at the offices of Schlenner – Wenner & Co. Mr. Perske expressed gratitude over Schlenn – Wenner offering the use of its conference room, but noted that meeting at a site away from WACOSA had the potential for inadvertently distancing members of the Board from the organization. After a short discussion, Joe Perske moved and Jeannie Theis seconded a motion to return the site of future Board Meetings to WACOSA. Motion passed. Mr. Perske then left the meeting to attend another meeting.


7. Executive Session.

Zach Dorholt moved and Jeff Bebeniste moved to close the meeting and excuse all non-board members from the meeting. Motion passed.

The following items were listed as potential agenda items for the Executive Session:

- i. Review of Executive Director's 2019 performance – (20 min.) – This review was deferred until the next board meeting.
 - Board recruitment talking points – No update was provided.
 - Progress on recruiting new board members – There was a brief discussion on the recruitment of at least one additional Board candidate.
 - Status Update:
 - Executive Director job description – The HR Committee has made suggested edits to the Job Description and Steve Howard is working on making his suggested edits to the Job Description as well as review those suggest by the HR Committee.
 - Board member position description – On motion by Cherie Scofield and second by Zach Dorholt, the updated Board Member Position Description was approved.
 - Governance Policies – Discussion was deferred until the May Board Meeting.
 - Bylaw Draft- Discussion was deferred until the May Board Meeting after Steve Howard had reviewed the revised proposed Bylaws for CARF compliance.
 - Board Self Review - Discussion was deferred until the May Board Meeting

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- Progress made on Committee Deliverables:
 - Charter Adjustments – Committee members commented that they continued to work on possible charter adjustments and the identification of KPI’s with their committee members.
 - KPIs – See comments on Charter Adjustments.
 - 2020 Objectives - Discussion was deferred until the May Board Meeting
 - Committee Calendar- Discussion was deferred until the May Board Meeting

8. Motion to Adjourn

Motion by Zach Dorholt, seconded by Jeff Benveniste to adjourn the meeting. Motion passed.

Next Meeting: May 18, 2020