

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

Members Present	Mollie Garden, Jeanne Theis, Sherwin Anderson, Jennifer Johnson, Nancy Betts	
Members Not Present	Joe Perske, Zach Dorholt	
Author	Jennifer Johnson	
Status	Final	

## 1. Welcome Committee Members

- Welcome new members Mollie Garden, Sherwin Anderson, and Joe Perske
- LeRoy Northam has been assigned to the Development Committee

## 2. Review Committee Calendar 2020-Additions/Changes

٠	March 9	5:00 pm – 6:00pm
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- 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.

• The Program Committee will meet via conference call due to COVID-19 CDC guidelines. Please call (320)888-2050, Conference ID 489036

## 3. General Program Updates

(North, South, Annex, Whitney, Sauk Centre, 1<sup>st</sup> Ave, ThriftWorks)

• WACOSA closed March 19, 2020 due to COVID-19 following the guidelines set forth by the CDC, MDH, DHS, and the Stay at Home/Stay Safe Executive Orders of the MN Governor. A reopening date will be set under the guidance of DHS.

## A. Preparing for Reopening When Allowed

- i. Securing PPE (personal protective equipment), arranging physical spaces at all sites to accommodate social distancing, planning for new safety trainings, transportation changes.
  - PPE- held a "Mask Drive", collected over 600 homemade masks in a variety of shapes/sizes/ties. Ordered 20,000 disposable masks-partial shipment June 2<sup>nd</sup>. Have face shields and reusable "creative" gowns using mens button down shirts.
  - Staff training- Staff will be trained in social distancing, and cleaning/disinfecting practices. Staff will wear masks.
  - Transportation- the 15 passenger vans will carry 6-8 passengers and will have new routes to allow for shorter trips.





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- WACOSA purchased timers in the bathrooms for hand washing and UV light sanitizers during the flu season which will help to mitigate the spread of COVID-19 germs.
- ii. ThriftWorks plans for a soft reopening hopefully by June 15<sup>th</sup> with staff only working at this time. The date depends on how quickly they can set up the protocols as stated in the WACOSA Preparedness Plan (wearing masks, disinfecting, meeting 50% capacity-clarification of Fire Code needed, counting customers, items needing to be quarantined, rotating dressing rooms).
- iii. DocuShred plans for a non-advertised opening June 10-12<sup>th</sup>. Staff only will be working and can allow 1 person in the store front at a time.

# B. Morgan Grant Awarded

i. The Morgan Grant for media project was awarded to WACOSA. Nancy Betts, Carrie Peterson and Mike Nichols will begin the media project of training clients and staff to use media equipment in an effort to create various projects throughout all WACOSA programs when WACOSA is able to reopen. The grant amount of \$15,000-\$17,000 will cover training and equipment. Future projects may include; pod casts, youtube videos, video resumes, and videos to be presented at annual meetings.

# C. Planning Long Term for Sauk Centre Location

- i. Property search on hold due to temporary closure.
- **ii.** Tracy McKinnon forwarded the lease agreement to the Finance Committee for review.
- Noted- "A renewal term of this Lease shall commence on September 1, 2019 and shall continue and include August 31, 2024, unless sooner extended or terminated as hereinafter provided."

## 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)
  - Current computer system has the capability to track and monitor.

## 5. Vulnerable Adult/Abuse Prevention Plan

• Nothing to report

### Next Meeting: September 14, 2020