
	WACOSA BOARD of Directors	
	Program Committee	
	Meeting Minutes	
	<b>June 1, 2020</b>	
	<b>5:00-5:55</b>	
Providing adults with disabilities the opportunity to live and work in their community		

- 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**