



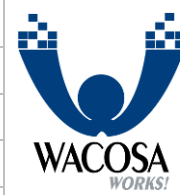
WACOSA BOARD of Directors

Program Committee

Meeting Minutes

September 14, 2020

5:00-5:45



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

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

1. Welcome Committee Members

2. Review Committee Calendar 2020-Additions/Changes

- 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.

- ***The Program Committee will meet via virtual Zoom Meeting due to COVID-19 CDC guidelines. Please see email invite link to join the ZOOM Meeting.***

3. General Program Updates



(North, South, Annex, Whitney, Sauk Centre, 1st Ave, ThriftWorks)

- ***WACOSA partially re-opened in June continuing to follow the COVID-19 guidelines set forth by the CDC, MDH, DHS and Stay Safe executive orders of the MN Governor. At this time, all sites and shifts are up and running at some capacity.***

A. Reopening of Programs

i. Reopening is progressing, the physical spaces at all sites has been arranged to accommodate social distancing, planning for new safety trainings, and transportation changes.

- With guidelines ever changing, Wacosa went from three 3 hour shifts to two 4-6 hour shifts (4 hour in-center, 4 hour in-center/2 hour community placement).
- Transportation needs to be continuously managed to accommodate the limited number of passengers allowed in the vans, keeping the cohorts together, and the increasing number of persons served returning back to Wacosa as more programs open up.
- Calling back staff to fill positions for the two shifts (91 staff returned). (140+ staff pre-COVID) Recognizing DSP(Direct Support Professional) week September 14th.
- 1st COVID-19 positive case with a person served. The Preparedness Plan worked as planned. After following the contact tracing, the staff and persons served involved quarantined and are allowed to return September 15th. The exposure was limited to the person served who lives independently.

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- ii. ThriftWorks is open and the COVID-19 procedures put in place are working. Persons served were able to return the week of September 14th, 2020. There has been an increase in donations. ThriftWorks new hours are M-F 10:00-6:30, Saturday 9:00-5:00.
 - Mollie Garden, owner of Plato’s Closet, has offered to meet with Nancy Betts and ThriftWorks staff Kayla and Lisa to discuss the processes of both businesses and share ideas/suggestions/feedback.
- iii. DocuShred is open M-F 10:00-3:00 with COVID-19 procedures working. Persons served are now able to return. The storefront allows 1 customer at a time to accommodate the small space. There is a doorbell at the entrance.

B. Morgan Grant Update

- i. Nancy Betts, Carrie Peterson, and Mike Nichols have begun implementing the media project of training persons served and staff to use media equipment in an effort to create various projects throughout all WACOSA programs.
 - Have created “Remote Learning” using the equipment from the Morgan Grant -currently targeted for the persons served who cannot come in-center. -small capacity limit, up to 8 screens per class -classes available: virtual job applications, on-line safety class, how to use technology, and gamer clubs. -moving forward: would like to expand remote learning/virtual services to include more classes and larger participation capacity.
 - Have used the media equipment to enhance the website and created videos to be played at the WACOSA Drive-In Fundraiser.

C. Planning Long Term for Sauk Centre Location

- i. Property search on hold due to temporary closure.

4. KPI Recommendations

A. Number of Clients Served Monthly

- i. 241 (does not include Remote services) 600 pre-COVID

B. Client Funding Utilization Rate

- i. Almost up and running, however the utilization rate will vary based on unpredictable COVID quarantining.

C. Employment Services

- i. Employment Exploration Services (EES)-0 this quarter (COVID) (Remote Learning-virtual job applications).
- ii. Employment Development Services (EDS)-0 this quarter (COVID) (VocRehab)
- iii. Employment Support Services (ESS)-50 (community crew sites/individual employment)

5. Vulnerable Adult/Abuse Prevention Plan

- Nothing to report

Next Meeting: December 7, 2020