
	WACOSA BOARD of Directors	
	Program Committee	
	Meeting Minutes	
	December 7, 2020	
	5:00-6:00	
Providing adults with disabilities the opportunity to live and work in their community		

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

1. Welcome Committee Members

***Member Update* Thank you for years of service and commitment on the Board!**

- Jeanne Theis completed her 1st term on the Board and has elected to serve as a Non-Board member on the Program Committee.
- Zach Dorholt completed his 2nd term on the Board and has elected to resign.
- Sherwin Anderson completed his first year on the board and has elected to resign.

2. Review Committee Calendar 2021-Additions/Changes

- March 8 5:00 pm – 6:00pm
- June 7 5:00 pm – 6:00pm
- September 13 5:00 pm – 6:00pm
- December 6 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. Program Operations

- i. All sites and shifts continue to operate under the Executive Order guidelines.
 - 43 Persons served were out due to COVID as of 12-7-20
 - 2 cohorts needed to shut down for 10 days due to positive/exposure
 - The Sauk Centre location has the highest numbers with 50% out due to positive and/or exposure to a positive.
 - Wacosa will follow the 14 day quarantine guideline for safest practice in response to the CDC updated criteria of 7-10 days.
 - Wacosa will need to update their “Preparedness Plan” and submit to DHS by December 18, 2020. They have not needed to submit plan before.

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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.
 - 5 out of the 7 volunteers have elected to stay home during the pandemic and their efforts have been greatly missed.
 - Would like to develop a Performance based measurement system for tagging clothes to create added jobs which can qualify for the lower than minimum wage certificate.
- 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.
- iiii. Client satisfaction and Stakeholder surveys will be reviewed at a later date TBD.

B. “Connect Academy” Virtual classes

- i. Virtual classes-capacity is growing steadily. Making adjustments as needed.
- ii. Awarded \$200,000.00 from the “Cares ACT”, need to spend by December 31, 2020 (staff salary, training, equipment)
- iii. Virtual classes available at all sites for in-center and remote learning.

Classes include:

 - Adaptive Media Project
 - Wacosa News & Current Events
 - Virtual Job Explorers
 - Online Safety
 - All Abilities Coding
 - Media Makers
 - Video Game Fun
 - Minnesota Self Advocates
 - Right On!
 - Power Empowered
 - Aktion Club
 - Wacosa Theatre Works
 - All Abilities Adaptive Dance
 - Book Club
 - Story Lab
 - Theatre Fun 101!
 - Health & Wellness
 - Chair Yoga
 - Microwave Cooking
 - Fit Cooks & Positive Health
 - Healthy Relationships

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C. Planning Long Term for Sauk Centre Location

- i. Property search on hold due to temporary closure.
- ii. Goal for 2nd half of 2021 is to resume researching properties for new location.

4. KPI Recommendations

A. Number of Clients Served Monthly

- i. 288 (does not include Remote services) 680+ pre-COVID

B. Client Funding Utilization Rate

- i. The current utilization rate is trending in the 25% range with COVID related positive diagnosis and /or quarantine because of possible exposure. The range is expected to go higher as we approach the holidays and first 3 weeks in January.

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: March 8, 2021