
	WACOSA BOARD of Directors	
	Program Committee	
	Meeting Minutes	
	March 8, 2021	
	5:00-6:00	
Providing adults with disabilities the opportunity to live and work in their community		

- Limited crew returning to Stang, including only persons served living in the Paynesville and surrounding area- packaging mouth guards.
- Nancy Betts will connect with parent, Jo Gwost, who would like to discuss her late husband’s idea for creating a “Tool Shop” program at WACOSA.
- ii. ThriftWorks is open and the COVID-19 procedures put in place are working.
 - Donations of gently used soft and hard goods are needed from our community.
 - Mollie Garden, owner of Plato’s Closet, can share extra items with ThriftWorks. Mollie can discuss/coordinate with Lisa and Kayla at ThriftWorks.
 - Need to limit intake items as there is a lack of storage due to COVID-19 protocols. –taking returns, but have to quarantine items.
- iii. DocuShred is open M-F 10:00-5:00 with COVID-19 procedures working.
 - Hours expansion implemented on February 16, 2021.
- iiii. Review of Client Satisfaction and Stakeholder surveys.
 - The information collected from the surveys is similar to the past three years.
 - Reviewed the Accessibility Plan Year End Report 2020 and the Organizational Accessibility Plan 2021. (The sinking sidewalk by Door A at the Annex needing to be fixed was postponed in 2020 due to COVID-19 restrictions. This entryway barrier issue will be addressed and completed in the summer of 2021).

B. “Connect Academy” Virtual classes

- i. Virtual classes-capacity is growing steadily. Making adjustments as needed.
 - WACOSA is hiring a DSP (Direct Support Professional) to assist with the class expansion.
 - Sauk Centre location has an internship working on getting the media up and running.

C. Planning Long Term for Sauk Centre Location

- i. Property search on hold due to temporary closure.
- ii. Goal for 3rd quarter of 2021 is to resume researching properties for new location.

4. KPI Recommendations

A. Number of Clients Served Monthly



- i. 350 (in January 2021) 680+ pre-COVID

B. Client Funding Utilization Rate

- i. The current utilization rate is trending down.

C. Employment Services

- i. Employment Exploration Services (EES)- Restarted in February-no firm data yet
- ii. Employment Development Services (EDS)-Restarted in February-no firm data yet
- iii. Employment Support Services (ESS)-55 (community crew sites-includes Stang restart/individual employment).

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5. Vulnerable Adult/Abuse Prevention Plan

- WACOSA made one report to DHS-client consistently coming in wet soiled clothing and the social worker asked us to file the report.

2020 Trends:

- Client Complaints- no formal complaints filed.
- Death/Serious Injuries- none to report.
- Vulnerable Adult Reports- none to report.
- Emergency Incidents- no noted trends.
(Client seizure activity led to several incidents of stitches; which for this client is normal as they choose not to use protective equipment).
- Therapeutic Errors- none to report.
- Medication Administration Errors- no trends noted across the agency.
(Sauk Centre instituted a different responsibility check list because staff duties had changed. All staff are trained on the new protocol to prevent medication administration errors).

Next Meeting: June 7, 2021