

WACOSA BOARD of Directors

Program Committee

Meeting Minutes

March 8, 2021





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

1. Welcome Committee Members

- Nancy Betts- WACOSA Staff
- Mollie Garden- Board Member
- Joe Perske- Board Member
- Jeanne Theis- Non-Board Member
- Jennifer Johnson- Non-Board Member

2. Review Committee Calendar 2021-Additions/Changes

March 8
 June 7
 September 13
 December 6
 5:00 pm - 6:00pm
 5:00 pm - 6:00pm
 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 quidelines. 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 2020 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.
 - WACOSA received notice on February 25, 2021 some restrictions are going to be lifted so WACOSA can run at full capacity while still allowing for social distancing and remaining in cohorts of 10 persons served not including staff.
 - There is a waiting list of persons served who would like to come back to WACOSA and the increase in capacity will allow this.
 - Additional staff will need to be hired for this increase. HR has called back staff and of the staff that were laid off during the closure, 2 staff are coming back.
 - Beginning Monday, April 5, 2021 WACOSA will have the ability to increase
 hours for the two shifts while still allowing for sanitizing protocols in between
 the morning and afternoon shifts.



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- 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 ThirftWorks. Mollie can discuss/coordinate with Lisa and Kayla at ThirftWorks.
 - Need to limit intake items as there is a lack of storage due to COVID-19 protocols. -taking returns, but have to guarantine 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