

WACOSA BOARD of Directors

Program Committee

Meeting Minutes

June 7, 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 5:00 pm - 6:00pm June 7 5:00 pm - 6:00pmSeptember 13 5:00 pm - 6:00pm 5:00 pm - 6:00 pm December 6

Meeting location to be held at WACOSA Admin Building- 310 conference room unless otherwise noted.

> The Program Committee will continue to meet virtually, but has the option to meet in person if needed. Please see email invite link to join the ZOOM Meeting.

3. General Program Updates

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

A. Program Operations

- i. All sites and shifts continue to operate under the Executive Order guidelines.
 - As more restrictions are lifted, WACOSA has implemented plan to reach capacity as quickly as possible with returning Persons Served.
 - Additional staff continue to be hired for this increase. A wage increase and social media efforts were implemented for recruiting and retaining quality staff.
 - Stang Precision- (Plastic & Rubber Product Manufacturing Industry) is ramping back up to full capacity with community crews for Waite Park and Sauk Centre sites. To fulfill large order, Stang has asked a Willmar day program to fill in temporary without taking away from WACOSA'S contract.
 - Plato's Closet has hired 4 Persons Served through WACOSA.
 - WACOSA is able to resume 6 hour schedules per service agreements.
 - There has been an increase in Persons Served wanting to attend more days than their pre-Covid schedule.
 - Following the CDC guidelines, masks must be worn if staff are not fully vaccinated. Persons Served are encouraged to wear a mask if not fully vaccinated, but are not required.



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5:00-5:45



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

- 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.
 - 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 with COVID-19 procedures working.

B. "Connect Academy" Virtual classes

- i. Virtual classes-capacity is growing steadily.
 - WACOSA hired a DSP (Direct Support Professional) to assist with the class expansion.
 - Implementing a variety of new classes.

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.

D. First Ave Program Donation

- i. Planning for a potential remodel to 1st Ave site.
 - Capital campaign 2 year project with generous donation from John and Nancy Bartlett. They are very passionate about helping people with special needs especially with lower functioning abilities.
 - Staff have been asked to create a wish list targeting the needs of the individuals being served at 1st Ave including items/layout in the environment needed to better meet their needs in the space.

4. KPI Recommendations

A. Number of Clients Served Monthly

i. 381 (in May 2021) 680+ pre-COVID

B. Client Funding Utilization Rate

i. The average utilization rate is 92%

C. Employment Services

- i. Employment Exploration Services (EES)- 2
- ii. Employment Development Services (EDS)-1
- iii. Employment Support Services (ESS)-58

5. Vulnerable Adult/Abuse Prevention Plan

None to report

Next Meeting: September 13, 2021