

**WACOSA Board of Directors Meeting**  
**May 6, 2024**  
**5:30 p.m.**

Members Present:

Jeff Benveniste  
Ron Brandenburg  
Matthew DesJardins  
Mollie Garden  
Jennifer Johnson  
Laura Krueger  
Thad Olsen  
Joe Perske  
Herb Trenz  
Sandie Westergren

Staff Present:

Nancy Betts  
Julie Haag  
Ann Kennedy  
Traci McKinnon  
Lynette Nicholson  
Mary Rothstein  
Lynn Welle

Members Absent:

Peggy Bayer  
Curt Gainsforth  
Lindsey Rennie

**1. APPROVAL OF AGENDA**

Due to the 401K audit not being completed, this item is recommended to be tabled until the next board meeting. A special meeting may be needed via an email vote for approval.

Jeff B. motioned to approve the agenda with the recommended change noted; Ron B. seconded. A vote was taken, and motion carried.

**2. CONSENT AGENDA**

Thad O. motioned to accept the consent agenda, including the February 26, 2024, meeting minutes, as well as the annual approval of the updated Risk Management Plan with no changes noted. Matt D seconded the motion, a vote was taken, and motion carried.

**3. COMMITTEE REPORTS/BUSINESS**

**FINANCE COMMITTEE**

Traci M. presented the February 2024 finance report. A \$511K over budget YTD balance, and if excluding unusual items, we are at a positive \$256K.

Program Revenue: We are over budget by approximately \$40K and over the previous year at this time by about \$390K, reflecting the increase in individual rates and transportation. Overall we are still ahead of what we anticipated.

Vocational Revenue: We are over budget by approximately \$2,300 and over previous year by about \$73K, reflecting the price increases for our services for community crews. Our in-center production is under budget due to an unanticipated work slowdown. Both Docu Shred and ThriftWorks are over budget as our pricing structures have been adjusted upward.

Public Support: We are over budget by approximately \$170K, and over previous year by approximately \$200K, due to receiving the funds from a 5310 grant and a designated donation of approximately 190K. Our investment revenue was over by about \$9,100 due to the positive market.

Staff Wages and Related Costs: Under budget by approximately \$107K due to open positions remaining unfilled. Our health insurance costs are stable due to converting to a fully insured plan for 2024. Our new MN sick and safe time accruals went into effect for staff and clients and are working as planned.

Client Wages: Over by about \$18K and compared to the previous year over by about \$21K, due to strong community crew work available.

Other general expenses are running as budgeted, with no real outliers to note. We did complete the lease payments for the vehicles from Enterprise, so that will be reflected in upcoming financials.

Jeff B. motioned to approve the 2024 financial report as presented, Thad O. seconded. A vote was taken, and motion carried.

Traci outlined a few updates for our Internal Controls policy. Traci explained necessary language change for our Bremer accounts. Due to Bremer consolidating all their charters into one, the language change reflects this. WACOSA currently is over the federal FDIC limit of coverage, which increases risk. Thad O. explained that the finance committee had discussed this gave an explanation of that risk to the full board. Jeff B. explained that this is a question of how much risk we are willing to take on and as of now it is low. The recommendation is to have the finance committee discuss the costs associated with alternatives and make a broader recommendation to the full board at a future date. Nancy B., in the meantime, will strike that language off of the internal control policy because it's no longer a valid statement. Traci M. also added the CMCF flex fund to our list, as we have that as an endowment option now.

A motion to approve the Internal Control Policy was made by Jeff B., seconded by Ron B. A vote was taken, and motion carried.

2023 Financial Statement Audit. CLA presented to finance committee earlier today the results of our audit and no issues arose; we are getting a clean audit.

A motion to approve the 2023 Financial Statement Audit was made by Jeff B., seconded by Matt D. A vote was taken, and motion carried.

#### **4. FUND DEVELOPMENT COMMITTEE**

Nancy Betts reported that Pat Flicker is still on WACOSA's payroll part time and is helping train staff on the daily duties of the development department. The search for a replacement is ongoing. Recent activity includes some APH & Bartlett funds coming in and we received one 5310 vehicle reimbursements.

As we hire for the Development Manager position, we have taken the opportunity to better define the position, looking toward the future of the department and our endowment fund development. We added Lori Schneider, our current ASD specialist, as our grant manager. She will be the primary grant writer and manager of all WACOSA grants going forward.

Ed Stracke will be available to do the endowment and estate planning training for the new person, if needed.

Nancy gave bash updates. Traci M. will be heading the Bash committee this year, as a reminder it is September 14 at the Moose Lodge. We are asking board members to each sell 10 tickets at 20.00 each.

#### **5. PROGRAM COMMITTEE**

Lynn W. reported on the traveling art exhibit coming to WACOSA June 10<sup>th</sup>-21<sup>st</sup> regarding the history of disability services, called Include Exclude. This is a project of the Mn Governor's Council on Developmental Disabilities, and will have a photo exhibit with an history of disability services in Minnesota.

The Paramount Center for the Arts grant to work with WACOSA and produce a live performance play is on Thursday, June 27<sup>th</sup> at 10:30 a.m. The play is called Beans and is the kick-off event to Granite City Days. Mayor Kleis is in it as well as 25+ clients. It is free and open to the public, so please plan on attending if you are able.

A group of clients took part of an Earth Day event with Arc on the 22<sup>nd</sup> at Quarry Park, where they interviewed and videoed people on the trails.

Our Client Managers attended a licensing webinar, as we are preparing for our visit in the coming months.

WACOSA updated many of our staff computer hardware systems, so we are compatible with our training software at all sites.

Our Stakeholder picnic is June 14<sup>th</sup>, 11a-1p, with all other staff will be attending an in-service training at the College of St. Benedict. Topics include team building exercises, open meeting forum, and a Diversity at Work speaker.

Mollie G. shared information on the Miracle League baseball team that WACOSA and families can take part in at the baseball field at Whitney Park. Eight teams currently play on Tuesday and Saturday, Nancy will send out the schedule after the meeting for those interested.

## **6. HUMAN RESOURCES COMMITTEE**

Herb T. reported the HR committee met last week briefly for a meet and greet with Lynn N. The committee decided they would do a schedule of meetings instead of as needed for future planning.

Lynn N. reported staff KPI's, including a turnover rate of 2% currently. We currently have a total of 17 open positions; 14 DSP, 1 team lead, and Development Manager. As Lynn has recruited at different places, we have seen an uptick in quality hires, so we do not anticipate this being a long-term issue. We are also seeing the required background checks coming in sooner, which decreases the long hire to on-boarding process.

## **7. MARKETING COMMITTEE**

Ann K. reported the following KPI's – 55 new DocuShred quotes, we bid 16 new job and received 8 jobs for our clients. We should begin to see our price increases produce more revenue and the new jobs.

Our Spring/summer newsletter and annual report are near completion and will out shortly. Ann gave a reminder of some fundraising events coming up and encouraged everyone to promote the Bash to their family and friends.

## **8. EXECUTIVE DIRECTOR REPORT**

Nancy B. presented the Executive Director report.

Legislative Updates: Since this is a non-budget year there is not much happening that will affect WACOSA; we are still watching the bills on elimination of 14C but no movement yet. A group of staff and clients went to Day at the Capital, please see the front page of the Buzz for that update.

5310 Grant Updates – we are getting revenue from 2 more grants this year and then it is questionable. We have completed the grant for a wheelchair accessible minivan and will hear about the awards this fall.

Strategic Plan Update.

Overview – we have five pillars in the strategic plan that focus on client service delivery, innovation, brand recognition, community recognition, and customer connections. We have made progress in most areas and have prioritized our goals and responsibilities within the various departments. Goals are being worked on at the pace that is sustainable for each department and as resources allow. This plan covers September 2021 and goes

to September 1, 2026. As we are rebounding from our COVID shutdown and becoming increasingly active the pursuit of opportunities for our clients and customers in our communities, the board will receive updates on a regular basis. In early 2025 will start looking at what we need to do as an organization, and all of your input, and we'll begin working on the next plan.

**9. ADJOURN THE BOARD MEETING.**

A motion was made by Thad O. to adjourn the meeting, Matt D. seconded. A vote was taken, and motion carried.

**Next Meeting: Monday, August 26, 2024**

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Matthew DesJardins, Board Secretary

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Date