

WACOSA Board of Directors Meeting
October 7, 2024
5:30 P.M.

Members Present:

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

Members Absent:

Peggy Bayer

Staff Present:

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

Guests:

Dennis Meemken

1. REVIEW OF AGENDA

No changes made.

2. CONSENT AGENDA APPROVAL OF MINUTES

Thad O. motioned to approve the August 26, 2024, minutes as presented and Matt D. seconded; a vote was taken, and motion carried.

3. FINANCE REPORT

Traci M. reported on the July 2024 financials.

Revenues reflect that program services are \$50K over budget and vocational income is \$25K over budget. Because we received a large endowment donation and proceeds from a 5310 grant, our public support is currently \$130K over budget. Our investment income is about \$123K over budget as the market returns are doing well. Overall, our revenues are above budget by about \$330K for the year through June.

Expenditure reflects that staff wages are under budget by about \$485K, with open positions and filling them is an ongoing endeavor throughout the year. Our client's wages are as expected, under budget by about \$2,500.00. The building and equipment costs are under budget by about \$65K through July, with our capital expenditures showing up under depreciation. Through July we've spent \$162K in capital assets which included the

2 bus grants and 2 vans. Our advertising and public relations expenses were under budget by about \$11K, as the bulk of advertising is in the final quarter. Miscellaneous expenses over by about \$21K for the year due to when the audit expenses were coming in. We have the financial statement audit, 401K audit, EE audit, and 990 tax return. Our July budget to actual were over by about \$900K and when adjusted for one-time expenses, the change in net assets through July is \$815K.

The finance committee has reviewed the July 2024 financial report.

A motion to approve the July 2024 financial report was made by Herb T. and seconded by Lindsey R.; a vote was taken, and motion carried.

990 Tax Return

A draft of the 990-tax return is on the portal. There is nothing unusual, the finance committee has reviewed and approved it. Once it is approved by the board, Traci will ask CLA to have Sandie and Jeff sign the return, and Traci will get it sent out.

A motion to approve the 2023 990 tax return was made by Thad O. and seconded by Mollie G.; a vote was taken, and motion carried.

The only other thing we must have approved is the EE audit. As it is due to the state on October 31, the finance committee will review and approve it prior to October 31 and the full board will approve at the November board meeting.

4. FUND DEVELOPMENT REPORT

Meghan H. reported for the Fund Development committee. The WACOSA Bash was held on September 14, 2024, and was well received by everyone. With the venue changed to the Moose Lodge, feedback was that people enjoyed the extra space, were more able to move around, staff at the Moose Lodge were great to work with, and our guests were happy to see leadership staff working at the event. We received positive feedback on the silent auction raffle boxes, the music provided by the band was great, and people enjoyed the meal. We plan to send sponsorship letters earlier this year, starting in November, as well as soliciting silent auction items. We raised \$49,993.00, with a net profit of \$39,692K.

The WACOSA Legacy Society Member luncheon is next week, Tuesday, October 15th and being catered by Jules Bistro in the boardroom to honor our members.

Give to the Max Day is on November 21st. It will have a positive impact on giving if we create a board match for giving, as we have done previously. We are asking each board member to make a personal donation, regardless of the amount, so we can market the event and say that we have 100% board participation. Meghan will send out an email reminder and we need the information by October 31st.

5. PROGRAM COMMITTEE REPORT

Lynn W. reported on Program Committee updates.

Lynn shared the stakeholders and client survey results. We tried something different in doing the client and stakeholder surveys electronically, receiving about a 65% return rate of the 500 surveys sent for stakeholders. The client surveys did not go as well, and we reverted to the usual format of face-to-face visits at each site in small group settings. The results from all surveys are comparable to last year and previous years. There is a high satisfaction rate for the services we provide. Our staff received good comments, and our clients gave ideas for new and different activities they would like to try. We use this data to provide new and interesting activities both in-center and in the community.

6. HUMAN RESOURCES REPORT

Lynn N. report on Human Resources updates.

After DSP week in September, the employee engagement surveys went out to all staff, and we had a return rate of 56%. Our main concern is our employee engagement, with the different strategy of utilizing online training for most of our required trainings, we did not provide as many opportunities for team building activities. We will focus on providing more opportunities in the coming year as we see what they want from their workplace. Other concerns identified were benefits and wage increases not keeping track with inflation and similar jobs in our community. We will take this information and use it to plan our 2025 budget.

7. MARKETING COMMITTEE REPORT

Nancy B. reported on marketing updates.

The marketing survey results that Ann completed show again a high satisfaction rate from our ThriftWorks, DocuShred, and production customers. We continue to be a favored vendor with our in-center work partners, leading most to want to increase our production for them. This helps our strategy to have predictability in paid work, so clients have predictability in their day.

8. EXECUTIVE DIRECTOR REPORT

Nancy B. reported on the general updates at WACOSA.

The MOHR Legislative Conference was attended by Nancy, Mary, and Lynn W. to see what is happening legislatively statewide. We are advocating to promote increases in rates, so we can pay higher wages, as there are currently no inflationary cost adjustments in the rate formulas. We have invited our legislators to visit and learn about how they can help their constituents.

The 2025 budgeting is in process right now and will be ready for board approval at our next board meeting. We will be working with Traci and the finance committee.

We submitted to DHS for a staff retention grant. There are one-time staff retention payments for Direct Support Professional roles within service organizations of up to \$1K per staff member. We completed the first-round submission and are waiting for the second round to open. Once the state gets the list of who's applying and how many, then will know what the dollar amount will be awarded throughout the state. We are the payer; as it is a pass through grant system.

We are waiting on 5310 grant one-time dollar amount fund that will be coming from MnDOT, we applied for approximately \$77K and it appears we may get around \$40K. Hopefully, we will have this by the end of the year.

Our CARF (Commission on Accreditation of Rehabilitation Facilities) survey is due next August. Steve Howard will be joining us once a month and will do this work pro bono to get ready for the survey. When CARF surveyors come, they look at about 1200 standards in all areas of service and governance and we have traditionally gotten a 3-year accreditation, as this is a requirement of some of our funding sources.

We have retained Ed Stracke back to help with training Meghan, our new Development Manager.

The three annual disclosures will be emailed and available on the portal. Please sign and return them to Julie. There will be some copies at the November board meeting.

9. BOARD CHAIR REPORT

Sandie W. shared board updates.

Sandie reminded everyone of board position opening in HR. Herb is at the end of his three terms at the end of this year; Sandie will see if Herb would like to stay on as an HR committee member.

Sandie will be sending out the Executive Director review and the board review. Please give an honest assessment of the board and Nancy. Give as much honest feedback as you can and return to Sandie.

In reviewing the suggested board meeting dates, it is recommended to change the April date to May 19th.

10. OTHER BOARD BUSINESS

There was discussion of having an Executive Session at the end of the meeting, with a Mission Moment shared amongst board members. We will add this as a discussion point on our November meeting agenda.

11. ADJOURN THE BOARD MEETING.

A motion was made by Thad O., seconded by Curt G., to adjourn the meeting. A vote was taken and motion passed.

Next Meeting: November 18, 2024

Matthew DesJardins, Board Secretary

Date