

To provide person-centered services that enhance the quality of life for people with disabilities in the areas of employment, life skills, and community inclusion.



PROACT BOARD OF DIRECTORS

Meeting Notice and Agenda

Tuesday, August 26th, 2025

5:00 PM

ProAct-Eagan Via Zoom and/or in person

Board members attending: Brian Knapp, Chuck DeNet, Jim Louwagie, John Christiansen, Marty Stapleton, Mary Ellen Leary, Pat Jones, Paul Kramp, Steve Quirk, Teri McCloughan

Via Zoom:

Board members absent:

Staff attending: Judie Foster-Lupkin, Amanda Ballard, Melissa Munce, Doug Cowles, Anna Shields, Jo Ann Peine

1. **Call to Order and Attendance**
2. **Approval of the Agenda (Additions/Corrections/Deletions)**
3. **Review and Approve Board Meeting Minutes of meeting held June 3rd, 2025**
 - a. **Note: Corrections to May Minutes (June Packet) are available on the Board Portal**
4. **Financials: Income Statement for May (vote) and July (preliminary) YTD; Rolling 12 Month Reports, Cash Flow Statement, and Balance Sheet**
 - a. **Audit update**
5. **Shakopee Update**
 - a. **Purchase**
 - b. **Items completed and in the works**
6. **Capital Budget FY 25-26**
 - a. **Capital Budget FY 24-25 Update**
7. **Program and Services Report presented by Doug Cowles and Anna Shields**
 - a. **Program Update**
 - b. **Trends and Plans for growth for the 24-25 year**
 - c. **Grievances & Complaints, Incident Review & Report**
 - d. **EE Contract and Program Statutes & Rules**
8. **Plan Review**
 - a. **Technology Plan - Judie**

- b. Barrier Removal Plan – Doug/Anna
- c. Risk Management Plan - Judie
- d. Cultural Competency Plan - Doug
- e. Outcomes Management & Stakeholders Report - Doug

9. 401K Plan Review - Jo Ann

10. Corporate Compliance Report - Jo Ann

11. Staffing

- i. Staff Turnover Rate – Jo Ann

12. Organization Annual Policy Review

- a. Board required signed policies will be sent via DocuSign post meeting
 - i. Conflict of Interest (to be sent to BOD and SL Team)
 - ii. Code of Conduct

13. President & CEO Report

- a. Marketing & Communications Report
- b. Food Truck Recap

14. Looking Ahead

- a. Board Assessment (required by CARF and Charities Review)
 - i. Assessment will be sent via Survey Monkey in September

15. New Business

- a. New Board Members

16. Adjourn

Reminder: No September Meeting

Next Meeting: October 7th, 2025

To provide person-centered services that enhance the quality of life for people with disabilities in the areas of employment, life skills, and community inclusion.



PROACT BOARD OF DIRECTORS

Meeting Minutes

Tuesday, June 3rd, 2025

5:00 PM

ProAct-Eagan Via Zoom and/or in person

Board members attending: Jim Louwagie, John Christiansen, Marty Stapleton, Steve Quirk, Teri McCloughan

Via Zoom: Brian Knapp, Mary Ellen Leary, Paul Kramp

Board members absent: Chuck DeNet, Pat Jones

Staff attending: Judie Foster-Lupkin, Amanda Ballard, Melissa Munce

1. Call to Order and Attendance

Board Chair Brian Knapp called the meeting to order at 5:01 pm

2. Approval of the Agenda (Additions/Corrections/Deletions)

Brian Knapp asked for a motion to accept the board agenda, which Teri McCloughan moved to accept, seconded by John Christiansen, and the motion carried unanimously.

3. Review and Approve Board Meeting Minutes of meeting held May 6th, 2025

The board reviewed the May 6th minutes and noted two corrections. These will be corrected and posted to the board portal.

Brian Knapp asked for a motion to accept the minutes with the corrections discussed for 7. Shakopee Relocation Update, moved by John Christiansen and seconded by Steve Quirk. The motion carried unanimously.

4. Financial Report for April and YTD; Rolling 12-Month Reports, Cash Flow Statement and Balance Sheet

In April, there were 22 service days. The net income from operations for the month was \$129,004. Year-to-date, our income from operations stands at just over \$1 million.

The Cash and Investment summary reflects a total of around \$23 million. Our CDs and CDARs are being rolled over as they mature. The balance sheet remains consistent and reconciled.

Brian Knapp requested a motion to accept the April financials. Paul Kramp moved to accept the financials, and John Christiansen seconded the motion, which was unanimously approved

5. Capital Budget Update

The Red Wing wall project has been completed, and Judie conducted a walk-through for the wall and window, which looked great! There is one additional repair needed for the roof and flashing that will be addressed once the painting is finished. Judie plans to return to Red Wing next week for the final walk-through. Once this is done, the work will be featured in an upcoming issue of ProAct Post.

The next steps for Red Wing involve updating the interior. Judie has met with the staff and has started a redesign plan. There was additional discussion regarding interior updates and bathroom remodeling. The board noted that \$500,000

has been allocated in the capital budget for these interior improvements, and they agreed to explore options for collaborating with an interior designer or design firm for design options and space planning.

Lastly, the board was informed that Judie will be meeting with the staff in Red Wing to announce a change in business hours. The plan is to extend Friday hours, as Red Wing currently closes at 1 PM on Fridays.

6. Program and Services Report

There were 22 service days in April, and we served 769 participants. We are seeing small and steady growth throughout all departments with lots of outings this summer!

We are currently almost fully staffed with only 1 opening in Day Services; we will also be welcoming back our DSP Assistants (age 16+) for the summer.

The Program Directors are working on an updated format for Program numbers, starting in July. The entire Senior Leadership Team will be attending the August board meeting.

7. Shakopee Update

Brian Knapp requested to go into Executive Session to discuss the Shakopee Relocation Update. Terry McCloughan moved to begin the Executive Session, and Jim Louwagie seconded the motion, which was unanimously approved.

The Executive Session ended at 5:54 pm.

There is a board resolution authorizing the purchase and designating the President and CEO as the signatory for the purchase of 4301 Dean Lakes Blvd. Shakopee, MN, for the purchase price of 6.25 million without outside financing. The resolution will need the Secretary and Treasurer's signature, which Amanda will send via DocuSign following the meeting.

Brian Knapp asked for a motion to accept the board resolution as noted above, which Teri McCloughan moved to accept, seconded by Marty Christiansen, and the motion carried unanimously.

8. Looking Ahead

a. Food Truck Event – Board Welcome!

Judie invited all Board Members to our Food Truck events for those interested in attending.

9. President & CEO Report

a. Proposed FY 25-26 Board Dates

The Board unanimously approved FY 25-26 Board Dates.

b. Election of Officers/Board Members for FY 26-27

i. Chair, Vice Chair, Secretary, and Treasurer

Brian has nominated Mary Ellen as the upcoming FY 25-26 Chair, Chuck and Paul have both accepted nominations to continue their current positions as Treasurer and Secretary. Brian offered to hold the Vice Chair position for FY 25-26.

Brian Knapp asked for a motion to accept the slate of officers for FY 25-26, which Jim Louwagie moved to accept, seconded by Terry McCloughan, and the motion carried unanimously.

ii. Marty Stapleton, Mary Ellen Leary, Paul Kramp

There are three board members up for election for FY 25-26: Marty, Mary Ellen, and Paul.

Brian Knapp asked for a motion to accept the renewal of these board members, which Teri McCloughan moved to accept, seconded by Steve Quirk, and the motion carried unanimously.

c. Annual By-Law Review

The board reviewed By-Laws and there were no changes.

d. Marketing & Communications Report

Judie highlighted ProAct's Marketing and Communication Reports and noted the upcoming Viewpoint Premier Party! The President of MOHR will be attending.

10. New Business

No New Business to discuss.

11. Adjourn

Brian Knapp called the meeting to adjourn at 6:10 PM.

Next Meeting: August 26th, 2025

Submitted by Amanda Ballard

PROACT, INC.
STATEMENT OF REVENUE AND EXPENSES
MAY 31, 2025

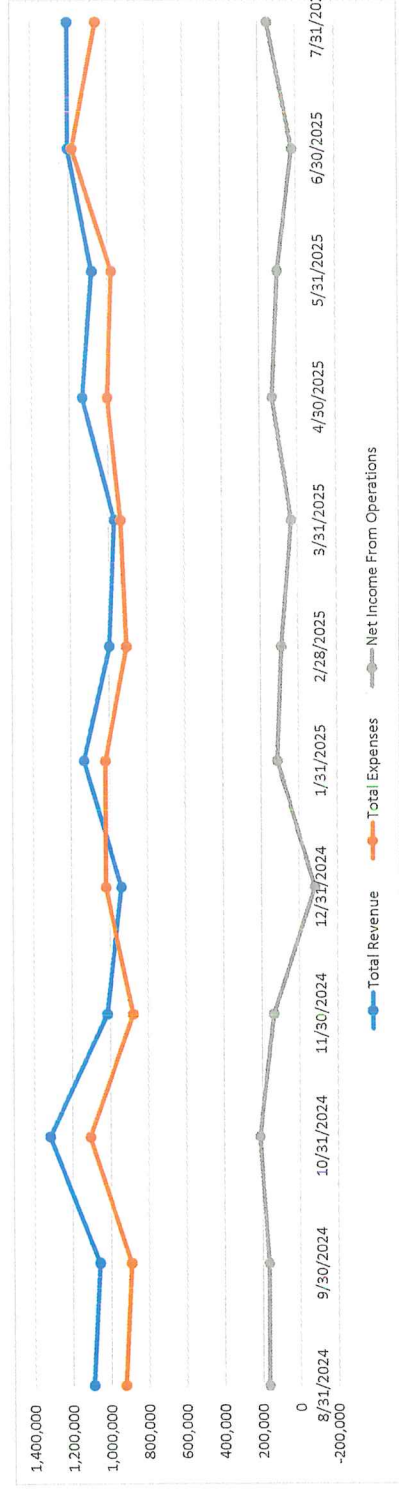
DESCRIPTION	MONTH		MONTH		LAST YEAR		YTD		YTD		YTD LAST YEAR	
	ACTUAL	BUDGET	VARIANCE	ACTUAL	VARIANCE	ACTUAL	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	VARIANCE
REVENUE												
CONTRACT REVENUE	127,951	159,820	(31,869)	140,674	(12,724)	1,650,661	1,686,390	(35,729)	1,807,178	(156,517)	1,807,178	(156,517)
SERVICE FEES	916,234	848,070	68,164	871,939	44,295	9,703,089	8,982,633	720,457	8,593,786	1,109,303	8,593,786	1,109,303
FUNDRAISING	521	5,925	(5,405)	2,099	(1,578)	62,851	65,175	(2,324)	73,706	(10,855)	73,706	(10,855)
OTHER REVENUE	32,445	20,000	12,445	30,698	1,748	371,937	220,000	151,937	289,592	82,345	289,592	82,345
TOTAL REVENUE	1,077,150	1,033,815	43,335	1,045,410	31,740	11,788,538	10,954,198	834,341	10,764,262	1,024,276	10,764,262	1,024,276
EXPENSES												
STAFF WAGES	604,425	629,807	(25,382)	583,049	21,375	6,416,966	6,591,684	(174,718)	6,153,691	263,275	6,153,691	263,275
STAFF BENEFITS	160,053	156,785	3,268	144,596	15,458	1,632,562	1,594,316	38,246	1,554,426	78,136	1,554,426	78,136
CONSUMER WAGES/BENEFITS	14,350	15,441	(1,091)	17,119	(2,768)	155,809	158,382	(2,573)	145,723	10,086	145,723	10,086
SUBCONTRACT SERVICES	62,898	37,575	25,323	32,738	30,161	618,104	447,325	170,779	456,428	161,676	456,428	161,676
SUPPLIES & MATERIALS	22,224	29,096	(6,872)	30,940	(8,716)	425,347	320,456	104,891	370,277	55,070	370,277	55,070
DEPRECIATION	27,741	18,668	9,073	32,587	(4,847)	309,423	259,300	50,123	397,850	(88,427)	397,850	(88,427)
VEHICLE OPERATING EXPENSES	34,543	32,636	1,907	35,175	(632)	358,614	357,473	1,141	359,192	(579)	359,192	(579)
EQUIPMENT REPAIR	4,676	14,123	(9,447)	19,631	(14,955)	99,142	156,014	(56,872)	178,978	(79,836)	178,978	(79,836)
UTILITIES, REPAIR & MAINT	20,120	27,460	(7,340)	19,334	787	259,656	303,260	(43,604)	322,018	(62,362)	322,018	(62,362)
OTHER EXPENSE	26,315	29,972	(3,657)	38,436	(12,121)	327,895	388,461	(60,566)	336,900	(9,005)	336,900	(9,005)
TOTAL EXPENSES	977,346	991,562	(14,217)	953,604	23,742	10,603,517	10,576,671	26,846	10,275,482	328,035	10,275,482	328,035
NET INCOME FROM OPERATION	99,805	42,253	57,552	91,806	7,999	1,185,021	377,527	807,495	488,780	696,241	488,780	696,241
MARKET GAIN/LOSS	54,581	0	54,581	142,703	(88,121)	567,873	0	567,873	621,860	(53,988)	621,860	(53,988)
ONE-TIME GRANTS	163,974	0	163,974	0	163,974	183,121	0	183,121	259,135	(76,015)	259,135	(76,015)
TOTAL ADJUSTMENTS	218,555	0	218,555	142,703	75,853	750,993	0	750,993	880,995	(130,002)	880,995	(130,002)
NET INCOME	318,360	42,253	276,107	234,508	83,851	1,936,015	377,527	1,558,488	1,369,776	566,239	1,369,776	566,239

PROACT, INC.
STATEMENT OF REVENUE AND EXPENSES
JUL 31, 2025

DESCRIPTION	MONTH		MONTH		LAST YEAR		YTD		YTD		YTD LAST YEAR	
	ACTUAL	BUDGET	VARIANCE	ACTUAL	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	VARIANCE	ACTUAL	VARIANCE
REVENUE												
CONTRACT REVENUE	175,630	146,025	29,605	119,838	55,792	175,630	146,025	29,605	119,838	55,792		
SERVICE FEES	979,429	875,391	104,039	905,536	73,893	979,429	875,391	104,039	905,536	73,893		
FUNDRAISING	1,504	9,300	(7,796)	9,643	(8,139)	1,504	9,300	(7,796)	9,643	(8,139)		
OTHER REVENUE	46,549	27,500	19,049	50,822	(4,274)	46,549	27,500	19,049	50,822	(4,274)		
TOTAL REVENUE	1,203,112	1,058,216	144,896	1,085,839	117,273	1,203,112	1,058,216	144,896	1,085,839	117,273		
EXPENSES												
STAFF WAGES	637,212	613,612	23,600	592,045	45,166	637,212	613,612	23,600	592,045	45,166		
STAFF BENEFITS	160,876	154,261	6,616	158,343	2,533	160,876	154,261	6,616	158,343	2,533		
CONSUMER WAGES/BENEFITS	15,516	13,728	1,788	15,861	(345)	15,516	13,728	1,788	15,861	(345)		
SUBCONTRACT SERVICES	75,249	51,850	23,399	38,479	36,770	75,249	51,850	23,399	38,479	36,770		
SUPPLIES & MATERIALS	27,874	31,899	(4,025)	21,131	6,743	27,874	31,899	(4,025)	21,131	6,743		
DEPRECIATION	29,361	30,806	(1,445)	24,174	5,187	29,361	30,806	(1,445)	24,174	5,187		
VEHICLE OPERATING EXPENSES	37,551	32,355	5,196	34,680	2,871	37,551	32,355	5,196	34,680	2,871		
EQUIPMENT REPAIR	7,385	8,630	(1,245)	17,993	(10,607)	7,385	8,630	(1,245)	17,993	(10,607)		
UTILITIES, REPAIR & MAINT	30,293	27,275	3,018	25,145	5,148	30,293	27,275	3,018	25,145	5,148		
OTHER EXPENSE	33,233	32,953	280	29,000	4,233	33,233	32,953	280	29,000	4,233		
TOTAL EXPENSES	1,054,551	997,368	57,183	956,851	97,700	1,054,551	997,368	57,183	956,851	97,700		
NET INCOME FROM OPERATION	148,561	60,848	87,713	128,988	19,572	148,561	60,848	87,713	128,988	19,572		
MARKET GAIN/LOSS	82,554	0	82,554	104,149	(21,595)	82,554	0	82,554	104,149	(21,595)		
ONE-TIME GRANTS	0	0	0	0	0	0	0	0	0	0		
TOTAL ADJUSTMENTS	82,554	0	82,554	104,149	(21,595)	82,554	0	82,554	104,149	(21,595)		
NET INCOME	231,115	60,848	170,267	233,137	(2,023)	231,115	60,848	170,267	233,137	(2,023)		

ProAct, Inc.
Comparative 12 Month Income Statement

	8/31/2024	9/30/2024	10/31/2024	11/30/2024	12/31/2024	1/31/2025	2/28/2025	3/31/2025	4/30/2025	5/31/2025	6/30/2025	7/31/2025
Revenue												
Contract Revenue	148,154	139,166	282,053	119,390	100,101	172,100	156,884	132,961	152,063	127,951	266,492	175,630
Service Fees	909,427	870,117	1,000,705	852,113	789,987	905,428	808,296	798,825	946,422	916,234	908,721	979,429
Fundraising	2,229	402	3,863	14,531	16,706	8,157	2,319	3,858	622	521	264	1,504
Other	28,458	45,732	29,225	27,401	28,175	43,538	26,184	30,281	29,676	32,445	25,899	46,549
Total Revenue	1,088,268	1,055,417	1,315,846	1,013,435	994,969	1,129,223	993,683	965,925	1,128,783	1,077,151	1,201,376	1,203,112
Service Days	22	20	23	19	19	22	20	19	22	21	21	22
Expenses												
Staff Wages	553,739	533,889	600,528	542,586	669,278	622,575	533,511	567,100	597,290	604,425	581,066	637,212
Staff Benefits	122,850	139,729	150,416	136,679	152,797	158,251	157,668	156,672	139,102	160,053	226,557	160,876
Consumer Wages/Benefits	16,786	13,771	16,275	12,589	10,730	14,277	12,571	12,689	15,910	14,350	13,830	15,516
Subcontract Services	69,998	58,670	54,135	45,640	44,956	54,083	57,622	60,503	71,120	62,898	69,014	75,249
Supplies & Materials	36,345	26,036	150,644	22,316	23,212	30,775	24,084	18,739	49,842	22,224	160,974	27,874
Depreciation	27,054	26,822	27,393	28,024	30,163	29,997	28,170	30,992	28,893	27,741	32,292	29,361
Vehicle Expense	34,181	31,348	37,262	29,947	26,043	34,469	27,010	30,369	38,763	34,543	36,445	37,551
Equipment Repair	13,992	12,755	7,496	9,838	7,141	5,856	4,273	3,447	11,675	4,676	5,915	7,385
Facility Expense	19,635	19,253	24,901	24,299	24,253	30,336	29,416	22,958	19,339	20,120	19,257	30,293
Other	28,558	29,020	35,878	25,737	29,249	37,259	30,016	29,017	27,845	26,315	35,272	33,234
Total Expenses	923,138	891,293	1,104,928	877,655	1,017,822	1,017,878	904,341	932,486	999,779	977,345	1,180,622	1,054,551
Net Income From Operations												
	165,130	164,124	210,918	135,780	-82,853	111,345	89,342	33,439	129,004	99,806	20,754	148,561
Market Gains(Losses)	165,154	123,458	-100,286	136,210	-83,223	66,993	148,664	-69,595	21,768	54,581	175,009	82,554
One-Time Grants	19,147	0	0	0	0	0	0	0	0	163,974	0	0
Total Adjustments	184,301	123,458	-100,286	136,210	-83,223	66,993	148,664	-69,595	21,768	218,555	175,009	82,554
Net Income												
	349,431	287,582	110,632	271,990	-166,076	178,338	238,006	-36,156	150,772	318,361	195,763	231,115



PROACT, INC.
BALANCE SHEET
7/31/25 (Period 1)

	7/31/25 (Period 1)	6.30.25 (Period 12)	5.31.25 (Period 11)	4/30/25 (Period 10)	3/31/25 (Period 9)	2/28/25 (Period 8)	1/31/2025 (Period 7)
CURRENT ASSETS:							
CASH	1,653,033	462,041	856,368	912,394	1,123,282	725,392	828,434
MONEY MARKET	1,004,594	4,491,909	3,478,977	3,467,721	3,456,681	3,456,681	3,436,572
INVESTMENTS (CD'S and Stock)	14,151,479	17,820,009	18,679,962	18,606,373	18,566,134	18,616,733	18,451,165
ACCOUNTS RECEIVABLE	1,257,273	1,220,053	1,052,346	1,086,152	998,229	1,002,371	1,037,625
ALLOWANCE FOR DOUBTFUL ACCOUNTS	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
PREPAIDS	217,643	208,503	259,314	239,490	232,445	272,450	288,438
TOTAL CURRENT ASSETS:	18,279,021	24,197,516	24,321,967	24,307,129	24,371,955	24,057,627	24,017,234
FIXED ASSETS:							
LAND	660,055	660,055	660,055	660,055	660,055	660,055	660,055
BUILDING	10,232,051	3,980,026	3,980,026	3,953,320	3,949,287	3,949,287	3,605,830
EQUIPMENT	1,236,561	1,236,561	1,236,561	1,236,561	1,236,561	1,236,561	1,228,606
VEHICLES	1,305,632	1,305,632	1,305,632	1,305,632	1,305,632	1,305,632	1,305,632
REMODELING	2,060,688	2,060,688	1,299,847	1,299,847	1,200,244	1,200,244	1,200,244
ACCUMULATED DEPRECIATION- BUILDING	(2,428,756)	(2,419,936)	(2,411,401)	(2,402,636)	(2,394,224)	(2,385,535)	(2,377,784)
ACCUMULATED DEPRECIATION- EQUIPMENT	(1,112,002)	(1,106,109)	(1,099,783)	(1,093,639)	(1,086,913)	(1,079,650)	(1,072,815)
ACCUMULATED DEPRECIATION- VEHICLES	(1,233,696)	(1,231,498)	(1,223,357)	(1,220,809)	(1,216,579)	(1,211,297)	(1,206,526)
ACCUMULATED DEPRECIATION- REMODELING	(581,398)	(568,948)	(559,657)	(549,375)	(539,849)	(530,091)	(521,277)
RIGHT OF USE ASSET	783,459	783,459	783,459	783,459	783,459	783,459	783,459
DEPOSITS	1,207	1,207	317,013	326,621	72,173	44,487	164,745
TOTAL FIXED ASSETS:	10,923,800	4,701,136	4,288,395	4,299,038	3,969,846	3,973,152	3,770,169
TOTAL ASSETS:	29,202,822	28,898,652	28,610,362	28,606,167	28,341,802	28,030,778	27,787,403
LIABILITIES:							
ACCOUNTS PAYABLE	62,700	79,188	53,033	430,392	86,215	63,785	60,869
WAGES PAYABLE	401,731	312,625	280,860	223,976	438,082	140,502	138,238
PTO PAYABLE	368,455	376,296	346,684	346,684	346,684	346,684	346,684
RETIREMENT PAYABLE	9,506	7,275	6,426	5,123	10,097	3,120	3,081
PAYROLL TAXES PAYABLE	30,075	23,490	21,026	16,873	32,263	10,368	10,556
BENEFITS PAYABLE (Health & Dental)	9,798	10,336	8,654	7,799	3,914	5,616	5,278
TOTAL CURRENT LIABILITIES:	882,264	809,210	716,683	1,030,848	917,255	570,075	564,706
LONG TERM LEASE LIABILITY	873,998	873,998	873,998	873,998	873,998	873,998	873,998
NET ASSETS	27,215,444	25,083,666	25,083,666	25,083,666	25,083,666	25,083,666	25,083,666
YTD PROFIT / (LOSS)	231,115	2,131,778	1,936,015	1,617,655	1,466,883	1,503,039	1,265,033
TOTAL LIABILITIES & NET ASSETS:	29,202,822	28,898,652	28,610,362	28,606,167	28,341,802	28,030,778	27,787,403

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ProAct, Inc.
Cash & Investment Summary
7/31/2025

Cash Position	August	September	October	November	December	January	February	March	April	May	June	July
Checking Account												
Main Operating Account - Old National	695,491	611,585	588,225	715,564	779,744	784,605	681,835	1,079,589	868,276	812,163	416,113	1,402,105
Eagan Payroll Account - Old National	24,247	24,247	24,247	22,693	22,693	22,693	22,693	22,693	22,693	22,693	22,693	227,862
Red Wing Payroll Account - Old National	11,174	11,174	11,174	11,174	11,174	11,174	11,174	11,174	11,174	11,174	11,174	11,174
Vending Account	14,087	14,732	14,320	16,805	16,805	8,012	7,741	7,876	8,301	8,388	8,820	8,650
	744,999	661,738	637,966	766,236	830,416	826,484	723,443	1,121,332	910,444	854,418	458,800	1,649,791
Petty Cash	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	3,241	3241
Money Market - Old National	3,285,478	3,295,221	4,359,859	4,371,558	3,428,131	3,436,572	3,445,681	3,456,865	3,467,721	3,478,977	4,491,909	1,004,594
3.85% Interest												
CD's												
Old National, CDARS 3.85% 12/11/25					1,002,112	1,005,394	1,008,367	1,011,670	1,014,876	1,018,200	1,020,402	1,023,700
Old National, CDARS 3.80% 12/18/25					1,001,354	1,004,591	1,007,524	1,010,780	1,013,942	1,017,220	1,021,426	1,024,773
Old National, CDARS 5.1%, 10/5/24	1,047,478	1,051,878	-	1,044,567	-							
Old National, CDARS 4.6%, 12/19/24	1,032,657	1,036,568	1,040,625	1,024,079	1,028,331	1,032,601	1,036,473	1,040,777	1,044,959	1,049,298	-	
Alliance Bank, CDARS, 4.88% 6/5/25	1,011,697	1,015,763	1,019,980	1,024,079	2,027,895	2,035,755	2,042,881	2,050,798	2,058,491	2,066,469	2,074,219	2,082,258
Tradition Capital Bank, 4.55% 9/11/25		2,004,748	2,012,518	2,020,066								
Tradition Capital Bank, 4.879% 9/12/24	1,023,121	-										
Tradition Capital Bank, 5.32% 9/11/24	1,040,470	-										
	5,155,423	5,108,957	4,073,123	4,088,712	5,059,692	5,078,341	5,095,245	5,114,025	5,132,268	5,151,187	4,116,047	4,130,731
Associated Bank - Money Market/Equity Fund	65,390	67,435	67,183	67,183	67,370	67,370	72,628	70,776	69,682	71,698	72,274	73,520
LPL Financial Investments	13,163,592	13,285,191	13,185,391	13,321,600	13,238,461	13,305,453	13,448,860	13,381,333	13,404,423	13,457,078	13,631,688	9,947,229
Total	22,416,832	22,420,492	22,325,472	22,617,239	22,626,020	22,716,170	22,787,806	23,146,281	22,986,488	23,015,308	22,773,959	16,809,106

Participant Service Breakdown

Number of Participants/Hours Receiving Services

7/31/2025

Accounting Breakdown		Prior month Total Participants/ Hours	Total Participants	Total Service Hours billed	Virtual DSS	In-facility DSS	Emp Dev NON VRS	Emp Dev VRS	Waiver ESS	EE ESS	Enclave	PreVoc	IHS	Indepen dent hires	Transport units
DSS															
Eagan - Hours				16,693	569	16,018	0	0	0	0	0	106	0	0	2648
Eagan-Participant #			177		23	163	0	0	0	0	0	4	0	0	
RW - Hours			9343	9,623	113	9,416	0	0	0	0	0	94	0	0	2531
RW-Participant #			114	115	8	110	0	0	0	0	0	2	0	0	
Shakopee - Hours			11,896	12,530	0	12,530	0	0	0	0	0	0	0	0	2731
Shakopee-Participant #			129	128	0	128	0	0	0	0	0	0	0	0	
Hudson - Hours			1,536	1,674	6	1,668	0	0	0	0	0	0	0	0	126
Hudson-Participant #			19	20	1	19	0	0	0	0	0	0	0	0	
EDS/ESS/IHS															
Eagan ESS Hours			6,382	4,958	0	0	0	0	402	4,489	67	0	0	0	0
Eagan ESS Participant #			150	151	0	0	0	0	93	58	2	0	0	0	0
RW ESS Hours			1,941	1,834	0	0	0	0	105	512	1,217	0	0	0	0
RW ESS Participant #			42	41	0	0	0	0	33	8	15	0	0	0	0
Eagan IHS Hours			1,382	1,560	0	0	0	0	0	0	0	0	1,560	0	0
Eagan IHS Participant #			56	57	0	0	0	0	0	0	0	0	57	0	0
Red Wing IHS Hours			120	125	0	0	0	0	0	0	0	0	125	0	0
Red Wing IHS Participant #			12	14	0	0	0	0	0	0	0	0	14	0	0
Eagan- EDS hours			320	286	0	0	42	244	0	0	0	0	0	0	0
Eagan- EDS Part #			47	41	0	0	8	33	0	0	0	0	0	1	0
RW - EDS hours			107	110	0	0	0	110	0	0	0	0	0	0	0
RW - EDS Part #			12	11	0	0	0	11	0	0	0	0	0	0	0
Shakopee - EDS hours			105	108	0	0	28	80	0	0	0	0	0	0	0
Shakopee - EDS Part #			12	16	0	0	7	9	0	0	0	0	0	0	0

[illegible]

July - June

Program	Goals	Monthly Total	YTD Totals/ Average	Total (T), Average(A),	YTD % of Goal
Employment Support Services – Linda/Brianna	<ul style="list-style-type: none"> Extended Employment – Secure a minimum of 7,800 (Independent Employment) work hours per month. Waiver Support – Bill an average of 550 hours per month. 98% of participants independently employed during the current month retained employment 12 participants in ESS/EE will obtain a new job or advance their current job in FY26 (promotion/new role/new job) 60% of participants who obtained a new job or advanced in their current job did so with support from ProAct staff (resume, interview prep, job search, onboarding, etc.) Increase enrollment in the ESS program by 7% in FY 2026: <ul style="list-style-type: none"> 1. Start 35 new participants 2. Total participants served annually in FY26 = 215 3. Active participants at end of year = 205 	5001 507 99% 0 0 3 - 192	5001 507 99% 0 0 3 192 192	A A A T T T T A	64% 92% 101% 0% 0% 9% 89% 94%
Employment Development Services – RaeAnn	<ul style="list-style-type: none"> Employment Planning Services 90% of participants will complete comprehensive employment planning services (waiver and VRS) within four months of program enrollment in FY26. Increase Waiver Employment Exploration and Development Planning Services (all waiver) enrollment in the program by 250% in FY 2026: <ul style="list-style-type: none"> 1. Start 75 new participants 2. total participants served= 100 in FY26 3. Active participants at end of year = 40 Increase the average number of hours billed per month in the Employment Development Services (EDS) program for non-VRS participants in FY 2026: <ul style="list-style-type: none"> 1. Achieve a 50% increase over the FY25 baseline of 54 hours/month (target = 81 hours/month) and increasing to 200 hours/month by June 30, 2026. Job Development Placement and Retention Goals: Increase VRS enrollment in FY 2026: <ul style="list-style-type: none"> 1. Start 125 new participants 2. total participants served= 150 in FY26 3. Active participants at end of year = 50 Place a minimum of 5 participants into competitive employment monthly (Annual target 60) Ensure 85% of those placed retain employment for 90 days (monthly goal) Place 80% of individuals into jobs within four months from program start 	0% 1 - 15 70 6 - 52 1 0% 50%	0% 1 15 15 70 6 52 52 1 0% 50%	A T T A A T T A T A A	0% 1% 15% 38% 86% 5% 35% 104% 1 2% 63%
IHS – Kim/Bri	<ul style="list-style-type: none"> Individualized Home Support – Bill at least 1500 hours per month. Increase enrollment in the IHS program by 25% in FY 2026: <ul style="list-style-type: none"> 1. Start 25 new participants 2. Total participants served annually in FY26 = 96 3. Active participants at end of year = 85 	1685 6 - 71	1685 6 71 71	A T T A	112% 24% 74% 84%

Program	Goals	Monthly Total	YTD Totals/ Average	Total (T), Average(A)	YTD % of Goal
Hudson – Steph/LeeAnn	<ul style="list-style-type: none"> • Bill a minimum of 1700 service hours monthly. • Increase enrollment in the program by 20% in FY 2026. <ul style="list-style-type: none"> ○ 1. Start 6 new participants ○ 2. total participants served= 27 in FY26 ○ 3. Active participants at end of year = 25 • 85% of participants in enrichment classes will participate in community classes. • At least once a month, a community member/group will come to ProAct for a program or project 	1668	1668	A	98%
		0	0	T	0%
		-	20	T	74%
		20	20	A	80%
		85%	85%	A	100%
		0%	0%	A	0%
Eagan DSS – Steph	<ul style="list-style-type: none"> • Bill a minimum of 16,000 service hours monthly. • Increase enrollment in the program by 10% in FY 2026. <ul style="list-style-type: none"> ○ 1. Start 30 new participants ○ 2. total participants served= 230 in FY26 ○ 3. Active participants at end of the year = 195 • 85% of participants in enrichment classes will participate in community classes. • At least once a month, a community member/group will come to ProAct for a program or project • Provide virtual enrichment programming to a minimum of 35 participants, bill 800 hours per month (Eagan, Shakopee, Hudson, Red Wing) per month. 	16,018	16,018	A	100%
		6	6	T	20%
		-	183	T	80%
		183	183	A	94%
		71%	71%	A	84%
		0%	0%	A	0%
		32	32	A	91%
		688	688	A	86%
Shakopee – Ali	<ul style="list-style-type: none"> • Bill a minimum of 13,000 service hours monthly. • Increase enrollment in the program by 15% in FY 2026. <ul style="list-style-type: none"> ○ 1. Start 25 new participants ○ 2. total participants served= 155 in FY26 ○ 3. Active participants at end of the year = 144 • 85% of participants in enrichment classes will participate in community classes. • At least once a month, a community member/group will come to ProAct for a program or project 	12,530	12,530	A	96%
		2	2	T	8%
		-	128	T	83%
		128	128	A	89%
		60%	60%	A	71%
		100%	100%	A	100%
Red Wing DSS - Gloria	<ul style="list-style-type: none"> • Bill a minimum of 9000 service hours per month in DSS. • Increase RW DSS enrollment in the program by 10% in FY 2026. <ul style="list-style-type: none"> ○ 1. Start 20 new participants ○ 2. total participants served= 133 in FY26 ○ 3. Active participants at end of the year = 117 • 85% of participants in enrichment classes will participate in community classes. • At least once a month, a community member/group will come to ProAct for a program or project 	9416	9416	A	105%
		1	1	T	5%
		-	115	T	87%
		115	115	A	98%
		71%	71%	A	84%
		100%	100%	A	100%
Training/Transportation - Jane	<ul style="list-style-type: none"> • Mandatory training assigned on the first business day of each month • 95% of assigned staff finish mandatory training by the 22nd of each month • 100% of assigned staff finish mandatory training by the end of each month. • Ensures 100% vehicle inspection forms are completed for each site monthly 	100%	100%	A	100%
		91%	91%	A	96%
		100%	100%	A	100%
		72%	72%	A	72%
Enclaves - Jessie	<ul style="list-style-type: none"> • Add 1 enclave over the course of the year in Eagan. • Bill 100 hours of ESS 1:1 at DARTS per month (direct or indirect) • Add 1 enclave over the course of the year in Red Wing 	0	0	T	0%
		67	67	A	67%
		0	0	T	0%

Corporate Compliance Report 2025

It is the policy of ProAct to follow ethical standards of business practice established by the organization's management team and Board of Directors (Board); by oversight agencies; and state and federal law. ProAct has adhered to the Corporate Policy plan in following policies and procedures, including federal and state laws and guidelines.

ProAct has adopted policies and procedures specific to the organization's operational practices. These policies and procedures are reviewed at least annually and revisions are made, as necessary. The policies and procedures specific to the organization's compliance efforts are intended to support and further define the operational practices and responsibilities and, when possible, are integrated within existing policies and procedures. ProAct has also adopted a business code of conduct to guide all business activity. This code reflects a common-sense approach to ensuring appropriate and ethical behavior.

As the Corporate Compliance Office for ProAct, I am reporting to the Board that there have been no complaints filed for the fiscal year of 2024-2025.



JoAnn Peine

Human Resources Director and
Corporate Compliance Officer

104 Conflict of Interest and Disclosure Policy

Section	Initiated	Last Update	Last Review	Related Procedure/Form	Page
Organization	November 2022		July 2024	See Appendix	1 of 2

Purpose:

ProAct is a nonprofit tax-exempt organization. Maintenance of its tax-exempt status is important both of its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of ProAct as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between ProAct and its board and management team and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board and management team have the responsibility of administering the affairs of ProAct honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of ProAct. Those persons will exercise the utmost good faith in all transactions involved in their duties, and they will not use their positions with ProAct, or knowledge gained there from for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

Scope:

This statement is directed not only to members of the board and management team, but also to all employees who can influence the actions of ProAct. For example, this would include all who make purchasing decisions, all persons who might be described as “management personnel” and anyone who has proprietary information concerning ProAct.

Definition of Conflict of Interest

A conflict of interest occurs whenever a contract or transaction takes place between ProAct and any of the parties shown below. (Note that all terms shown in capital letters are defined toward the end of this document.)

Mechanism to Prevent the Conflicted Party from Voting or Making Decisions on Potentially Conflicted Transactions:

- Step #1:** Before a board or committee action, the Responsible Person having a Conflict of Interest is to disclose all material facts that apply to the contract or transaction. If the Responsible Person will not be in attendance, the Responsible Person should fully disclose all facts to the board or committee chair. The minutes of the meeting should include the disclosed facts.
- Step #2:** During the discussion phase, the Responsible Person is to state facts and respond to questions only.
- Step #3:** To determine whether a quorum is present for voting purposes, the count should not include the Responsible Person having the Conflict of Interest. In addition, the Responsible Person having the Conflict of Interest should not vote. The minutes of the meeting should reflect that this step has been followed.



Step #4: The board or committee can authorize, approve, or ratify the contract or transaction in good faith by the affirmative vote of a majority of the directors or committee members (without counting the Responsible Person).

Additional Definitions:

A **"Responsible Person"** is a member or officer of the board of directors of ProAct, Inc., or a Key Employee of ProAct, Inc. A **"Key Employee"** is ProAct's CEO, all direct reports of ProAct's CEO, and all staff members whose positions are at the manager level or higher. A **"Family Member"** is a spouse, children, parents, parent-in-law, stepparents, siblings, or stepchildren. A **"Material Financial Interest"** is a financial interest that is substantial enough to affect ProAct's contracts or transactions.

Process for Annual Written Disclosure

Each Responsible Person will acknowledge in writing that a copy of this policy has been reviewed. Then, on an annual basis, each Responsible Person will disclose below anything that could contribute to a Conflict of Interest. Any information given will be kept confidential.

I have described below or on the other side of this document, any relationships, positions, or circumstances in which I am involved that I believe could contribute to a Conflict of Interest arising.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed and agree to abide by the Conflict of Interest and Disclosure Policy of ProAct, Inc., which is currently in effect.

Name: _____

Signature: _____

Date: _____

102 Business Code of Conduct

Section	Initiated	Last Update	Last Review	Related Procedure/Form	Page
Organization	November 2022	July 2024	July 2024	N/A	1 of 4

Purpose:

To provide guiding standards for our decisions and actions as members of the ProAct community.

Scope:

All Employees and Board Members

Policy:

ProAct's Business Code of Conduct provides the guiding standards for our decisions and actions as members of the community. Although the Code of Conduct can neither cover every situation in the daily conduct of many varied activities nor substitute for common sense, individual judgment, or personal integrity, it is the duty of each member of the ProAct community to adhere, without exception, to the principles set forth herein.

Mission

To provide person-centered services that enhance the quality of life for people with disabilities in the areas of employment, life skills, and community inclusion.

Directors and officers shall:

- Prudently represent ProAct's members in directing the business affairs of the organization within applicable laws, rules, and regulations.
- Act with the care that a reasonable person in a similar position would use under similar circumstances.
- Implement reasonable programs to promote appropriate organizational conduct and to identify improper conduct.
- Refrain from using their position of trust and confidence to further private interests.
- Avoid even the appearance of a conflict of interest.

ProAct staff members shall:

- Serve our customers with respect, compassion, courtesy, responsiveness, and professional competence.
- Demonstrate the highest standards of personal integrity, truthfulness, and honesty in all business relationships and activities in order to inspire the confidence and trust of our customers, avoiding any interest or activity which is in conflict with the conduct of legitimate organizational business.
- Provide opportunities for participants to develop person-centered plans, with supports tailored to meet individual needs, desires, and goals.
- Ensure the protection of vulnerable adults, respect individual privacy and the privileged status of confidential information and report any maltreatment or exploitation. Staff members will understand

and comply with all aspects of the standards of conduct policy, the data privacy policy, and the Vulnerable Adult Act.

- Adhere to all applicable laws, rules, and policies that govern the provision of services to individuals with disabilities.
- Pursue professional development in order to function as an informed team member; endeavor to understand community cultures and diverse home environments of participants.
- Approach operational duties with a positive attitude that supports open communication, creativity, flexibility, and accountability.
- Report all forms of illegal discrimination, fraud, or mismanagement of ProAct's funds without fear of retaliation or reprisal.

Employment Services

- Provide job development services only at work sites with safe environments, avoiding placements where employees are on strike. ProAct does not accept nor bid on struck work.
- Promote employment success by seeking environments that match the interest, ability and skill set of the individual.
- Seek to provide a variety of work to allow participants to maximize their earnings yet be challenged.
- Seek business only on a fair and competitive basis, without deception in the promotion of our services or products.

Service Delivery

- Distinguish between personal views and the philosophy of the organization in order to avoid any conflict of interest.
- Witness signatures on legal documents only when the individual is known to the staff member; if a notary public is required, the participant should be assisted to obtain that service.
- Be loyal to ProAct, avoiding the use of organizational privileges for private gain, the promotion of political candidates, and the exchange of money, gifts, or gratuities, other than token gifts of negligible value from participants/families in situations where they could feel undervalued for their efforts.
- Avoid personal fundraising among staff members and/or participants, as well as the sale of personal property to/from participants.
- Refrain from any type of social networking with participants which may breach the boundaries of professional conduct and avoid favoritism to any participants.
- Obtain approval in advance and follow established policies and procedures to engage in activities with participants outside of ProAct programs.

Financial Practices

- Conduct all accounting and financial practices in accordance with Generally Accepted Accounting Principles and all applicable federal, state, county, and local laws.
- Generate financial reports in a timely manner; ensure accuracy, appropriate oversight, and efficient practices with all critical accounting functions.

Marketing Practices

- Promote the use of integrated community work, volunteer, or leisure settings that include individuals without disabilities.
- Promote community awareness and advocacy on behalf of individuals with disabilities that includes recognition, with their permission, of their individual accomplishments.
- Promote the use of community environments that provide reasonable accommodations, positive attitudes and natural supports to the participant.

Contractual Relationships

- Provide contracted services under a written agreement; monitor to ensure that performance meets the responsibilities identified in the individual plans of participants.
- Evaluate contracted services annually for cost effectiveness and to ensure the health and safety of participants.

Reporting Method for All Staff Members and Board of Directors:

Staff Members:

Allegations of violations of the code of ethical conduct will be addressed through ProAct's complaint resolution procedure. This procedure should be used for any disagreement with the supervisor, management, or human resources personnel regarding established rules of conduct, policies, or practices. Staff members shall not go directly to the board of directors nor to the media and will exercise their right to disagree with ProAct in a respectful manner. Anyone suspected of violating the code of conduct may be subject to question by the Program Director and/or Human Resources Director and/or the President/CEO. The suspected staff member may be removed from active work duty pending the outcome of an investigation.

Complaint Resolution:

In any organization, dissatisfaction may arise because an employee does not know, understand, or agree with certain policy interpretations or management decisions. Such dissatisfactions are commonly referred to as grievances. At ProAct, we believe that if any employee has a grievance concerning his/her wages, hours of work, or other terms or conditions of employment, the matter should receive consideration of all concerned.

An employee who feels aggrieved is urged to take the matter up immediately with his/her supervisor. The supervisor is required to investigate the grievance and provide a response or decision within thirty (30) days. This investigation may consist of, but is not limited to, gathering information from other employees involved, reviewing company policy, and any other action necessary to become familiar with the situation.

If you are not satisfied with the response/decision from your immediate supervisor, you are encouraged to go to the next level of supervision, both orally and in writing. This next level of supervision will also have thirty (30) days in which to investigate the issues and respond to you in writing.



If, after these steps are taken you believe inadequate action has been taken to resolve your complaint contact the Human Resources Department. It is the policy of this organization to respond to any **reasonable complaint within thirty (30) days** and take the necessary actions to settle the issue.

There will be no adverse actions taken against a complaining employee as a result of making the complaint, regardless of the outcome of the investigation.

If you have a problem which is more specifically addressed by the Anti-Harassment Policy, please follow the procedure described there.

Board Members:

Allegations of violations of the code of ethical conduct will be reported to the President/CEO or the chair of the board of directors of ProAct, Inc. Any action to be taken in response to the allegations will be reviewed with corporate legal advisors before proceeding.

I have read and understand the ProAct Inc. Business Code of Conduct Policy.

Name

Signature

Date

ProAct Communications Board Report

JULY 2025

UPDATES & EVENTS

- ProAct's communications team prepared and sent out invites for the **Viewpoint First Look Event that took place on June 12th**. Attendees included Representative Liz Reyer, Representative Pam Altendorf, and MOHR President Robin Harknonen. The team continues developing additional content and pitching the story to Minnesota media.
- ProAct's communications team acquired additional photos of the **Red Wing building** and is developing additional content for site announcements and updates.
- ProAct's communications team attended the **Food Truck events** and is drafting additional blog and social media content.



ProAct, Inc.

Published by Hootsuite



June 3 at 11:03 AM · 🌐

Whether rain or shine, it's always a good day to paint!



SOCIAL MEDIA HIGHLIGHTS

Social media highlights from June 2025: The social media content that received the highest reach and engagement across all three social media platforms were:

- Viewpoint First Look content received the highest interaction count, over 370 interactions.
- Duck painting activities received the second highest with over 310 impressions.
- Shakopee PJ Day content received the third highest with over 290 impressions.



ProAct, Inc.

Published by Hootsuite



June 16 at 9:30 AM · 🌐

A resounding thank you to everyone who came out to join us for our Viewpoint Project Premiere, including **Minnesota Organization for Habilitation and Rehabilitation** - MOHR President Robin Harknonen, and our Representatives from Red Wing and Eagan, Representative Pam Altendorf and **Representative Liz Reyer**.

ProAct will be appearing on Minnesota's public television affiliates this year!



ProAct Communications Board Report

AUGUST 2025

UPDATES & EVENTS

- ProAct's communications team updated and sent out marketing fliers for **ProAct's Employment Support Services**.
- ProAct's communications team drafted and sent out a letter announcing upcoming updates to the **Red Wing site's hours of operation**.
- ProAct's communications team drafted and published a blog post and social media content for the annual **Food Truck Picnic** events.
- ProAct's communications team drafted and published a blog and social media content announcing the return of **Brianna Otto** to her new role in Red Wing.
- ProAct's communications team collected quotes from attendees to the **Viewpoint Event**, including Board Members, Representative Altdorf, and MOHR President Robin Harkonen for use in an upcoming blog post and continued media pitching.

PROACT IN THE NEWS

- June 23, 2025: **Hudson Star Observer**
 - How Viewpoint Project helps those with disabilities
- July 12, 2025: **Sun This Week**
 - ProAct Inc Hosts Viewpoint Project Production Premiere

SOCIAL MEDIA HIGHLIGHTS

Social media highlights from July 2025: The social media content that received the highest reach and engagement across all three social media platforms were:

- Brianna Otto's announcement received the highest engagement with over 700 impressions.
- Food Truck Picnic content received the second highest engagement with over 650 impressions.
- Meals on Wheels volunteering content received the third highest engagement with over 430 impressions.

