

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, October 7th, 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 Member Absent:**

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

Guests: Matt Philsbury from Carpenter, Evert & Associates

1. Call to Order and Attendance
2. Approval of the Agenda (Additions/Corrections/Deletions)
3. Presentation of the 2024-25 Financial Audit, 990, and EE audit
4. Review and Approve Board Meeting Minutes of meeting held August 26th, 2025
5. Financial Report for July and August and YTD; Rolling 12 Month Reports, Cash Flow Statement and Balance Sheet
6. Program and Services Report
 - a. Legislative (Federal Shutdown) Effects
 - b. MOHR DSP award to Suzanne "Lotta" Facente from Shakopee
 - c. Annual Awards in October
 - d. Performance Reviews Begun
 - e. Participants & Hours Served
 - f. Community Events
7. Staffing
 - a. Internal Promotion for Facilities Manager
 - b. Eagan Building and Grounds Coordinator – Temp hired as replacement
 - c. Open Positions
8. Shakopee Update
 - a. Parking Lot
 - b. Fencing
 - c. HVAC
 - d. Furniture – Movement Plan
 - e. Internet, Data, Camera's
 - f. Alarm System
 - g. Handicap Door Mechanisms & Door Key Fob System

9. President & CEO Report

- a. Give MN - Shakopee
- b. Capital Budget Update
- c. Update on interior project in Red Wing
- d. Leased Warehouse Space for Red Wing
- e. PGA Golf Tournament Donation: \$10,000
- f. Marketing & Communications Report

10. Looking Ahead

- a. Be on the lookout: Board Assessment will be sent via Survey Monkey following the October Board Meeting

11. New Business

- a. New Board Members
- b. JFL - Out of Office
- c. December Board Meeting

12. Adjourn

Next Meeting: November 4th, 2025

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	116,438	46,549
Total Revenue	1,088,268	1,055,417	1,315,846	1,013,435	934,969	1,129,223	993,683	965,925	1,128,783	1,077,151	1,291,915	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	477,185	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	69,013	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	1,431,249	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	-139,334	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	0	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	35,675	231,115



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
	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	3,241	3241
Petty Cash	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
Money Market - Old National												
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	2,020,066	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	1,023,121	2,004,748	2,012,518									
Tradition Capital Bank, 4.875% 9/12/24	1,040,470	-	-									
Tradition Capital Bank, 5.32% 9/11/24	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
	65,390	67,435	67,183	67,183	67,370	67,370	72,628	70,776	69,682	71,698	72,274	73,520
	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
Associated Bank - Money Market/Equity Fund												
LPL Financial Investments												
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

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	3,456,865	3,445,681	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	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
ACCOUNTS							
PREPAIDS	217,643	208,503	259,314	239,490	232,445	272,450	268,438
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-	(2,428,756)	(2,419,936)	(2,411,401)	(2,402,636)	(2,394,224)	(2,385,535)	(2,377,784)
BUILDING							
ACCUMULATED DEPRECIATION-	(1,112,002)	(1,106,109)	(1,099,783)	(1,093,639)	(1,086,913)	(1,079,650)	(1,072,815)
EQUIPMENT							
ACCUMULATED DEPRECIATION-	(1,233,696)	(1,231,498)	(1,223,357)	(1,220,809)	(1,216,579)	(1,211,297)	(1,206,526)
VEHICLES							
ACCUMULATED DEPRECIATION-	(581,398)	(568,948)	(559,657)	(549,375)	(539,849)	(530,091)	(521,277)
REMODELING							
RIGHT OF USE ASSET			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:	10,140,341	3,917,677	4,288,395	4,299,038	3,969,846	3,973,152	3,770,169
TOTAL ASSETS:	28,419,363	28,115,193	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	260,134	257,902	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
SALES TAX PAYABLE	-	-	-	-	-	-	-
TOTAL CURRENT LIABILITIES:	1,132,892	1,059,837	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
NET ASSETS	27,055,356	25,083,666	25,083,666	25,083,666	25,083,666	25,083,666	25,083,666
YTD PROFIT / (LOSS)	231,115	1,971,690	1,936,015	1,617,655	1,466,883	1,503,039	1,265,033
TOTAL LIABILITIES & NET ASSETS:	28,419,363	28,115,193	28,610,362	28,606,167	28,341,802	28,030,778	27,787,403

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

DESCRIPTION	MONTH		MONTH		LAST YEAR		YTD		YTD		YTD LAST YEAR	
	ACTUAL	BUDGET	VARIANCE	ACTUAL	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	ACTUAL	VARIANCE
REVENUE												
CONTRACT REVENUE	126,986	146,025	(19,039)	148,154	(21,168)	302,616	292,050	10,566	267,992	267,992	34,624	87,027
SERVICE FEES	922,562	882,724	39,838	909,427	13,135	1,901,991	1,758,114	143,876	1,814,963	1,814,963	11,872	(8,368)
FUNDRAISING	2,000	4,300	(2,300)	2,229	(229)	3,504	13,600	(10,096)	79,281	55,000	12,565	(11,716)
OTHER REVENUE	21,016	27,500	(6,484)	28,458	(7,442)	67,565	55,000	12,565	156,911	2,118,764	2,174,107	101,567
TOTAL REVENUE	1,072,563	1,060,549	12,014	1,088,268	(15,705)	2,275,675	2,118,764	156,911	2,174,107	2,174,107	50,101	17,454
EXPENSES												
STAFF WAGES	558,674	621,325	(62,651)	553,739	4,934	1,195,886	1,234,936	(39,051)	1,145,785	1,145,785	32,646	(2,566)
STAFF BENEFITS	137,771	155,786	(18,015)	122,850	14,921	298,647	310,046	(11,399)	281,193	281,193	108,478	31,405
CONSUMER WAGES/BENEFITS	14,565	13,729	836	16,786	(2,221)	30,081	27,457	2,624	57,475	57,475	51,228	8,887
SUBCONTRACT SERVICES	64,633	65,925	(1,292)	69,998	(5,365)	139,883	117,775	22,108	108,478	108,478	8,887	4,686
SUPPLIES & MATERIALS	26,090	32,501	(6,411)	36,345	(10,255)	53,964	64,400	(10,436)	57,475	57,475	31,984	(16,289)
DEPRECIATION	30,754	30,809	(56)	27,054	3,700	60,114	61,615	(1,501)	51,228	51,228	44,780	21,073
VEHICLE OPERATING EXPENSES	35,996	32,355	3,641	34,181	1,815	73,546	64,710	8,836	68,860	68,860	57,559	8,107
EQUIPMENT REPAIR	8,309	6,230	2,079	13,992	(5,682)	15,695	14,860	835	31,984	31,984	11,904	21,073
UTILITIES, REPAIR & MAINT	35,561	26,675	8,886	19,635	15,925	65,854	53,950	11,904	44,780	44,780	904	8,107
OTHER EXPENSE	32,432	31,809	624	28,558	3,874	65,666	64,762	904	57,559	57,559	119,347	119,347
TOTAL EXPENSES	944,784	1,017,143	(72,359)	923,138	21,646	1,999,335	2,014,511	(15,176)	1,879,988	1,879,988	294,119	(17,779)
NET INCOME FROM OPERATION	127,779	43,406	84,373	165,131	(37,352)	276,340	104,253	172,086	294,119	104,253	269,303	(78,514)
MARKET GAIN/LOSS	108,235	0	108,235	165,154	(56,919)	190,789	0	190,789	269,303	0	19,147	(19,147)
ONE-TIME GRANTS	0	0	0	19,147	(19,147)	0	0	0	19,147	0	0	0
TOTAL ADJUSTMENTS	108,235	0	108,235	184,300	(76,065)	190,789	0	190,789	288,449	0	582,568	(115,440)
NET INCOME	236,014	43,406	192,608	349,431	(113,417)	467,129	104,253	362,875	582,568	104,253	582,568	(115,440)

ProAct, Inc.
Comparative 12 Month Income Statement

	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	8/31/2025
Revenue												
Contract Revenue	139,166	282,053	119,390	100,101	172,100	156,884	132,961	152,063	127,951	266,492	175,630	126,986
Service Fees	870,117	1,000,705	852,113	789,987	905,428	808,296	798,825	946,422	916,234	908,721	979,429	922,562
Fundraising	402	3,863	14,531	16,706	8,157	2,319	3,858	622	521	264	1,504	2,000
Other	45,732	29,225	27,401	28,175	43,538	26,184	30,281	29,672	32,445	116,438	46,549	21,016
Total Revenue	1,055,417	1,315,846	1,013,435	934,969	1,129,223	993,683	965,925	1,128,783	1,077,151	1,291,915	1,203,112	1,072,564
Expenses												
Service Days	20	23	19	19	22	22	20	19	21	21	22	21
Staff Wages	533,889	600,528	542,586	669,278	622,575	533,511	567,100	597,290	604,425	581,066	637,212	558,674
Staff Benefits	139,729	150,416	136,679	152,797	158,251	157,668	156,672	139,102	160,053	477,185	160,876	137,771
Consumer Wages/Benefits	13,771	16,275	12,589	10,730	14,277	12,571	12,689	15,910	14,350	13,830	15,516	14,565
Subcontract Services	58,670	54,135	45,640	44,956	54,083	57,622	60,503	71,120	62,898	69,014	75,249	64,633
Supplies & Materials	26,036	150,644	22,316	23,212	30,775	24,084	18,739	49,842	22,224	160,974	27,874	26,090
Depreciation	26,822	27,393	28,024	30,163	29,997	28,170	30,992	28,893	27,741	32,292	29,361	30,754
Vehicle Expense	31,348	37,262	29,947	26,043	34,469	27,010	30,369	38,763	34,543	36,445	37,551	35,996
Equipment Repair	12,755	7,496	9,838	7,141	5,856	4,273	3,447	11,675	4,676	5,915	7,385	8,309
Facility Expense	19,253	24,901	24,299	24,253	30,336	29,416	22,958	19,339	20,120	19,257	30,293	35,561
Other	29,020	35,878	25,737	29,249	37,259	30,016	29,017	27,845	26,315	35,272	33,234	32,432
Total Expenses	891,293	1,104,928	877,655	1,017,822	1,017,878	904,341	932,486	999,779	977,345	1,431,250	1,054,551	944,785
Net Income From Operations	164,124	210,918	135,780	-82,853	111,345	89,342	33,439	129,004	99,806	-139,335	148,561	127,779
Market Gains(Losses)	123,458	-100,286	136,210	-83,223	66,993	148,664	-69,595	21,768	54,581	175,009	82,554	108,235
One-Time Grants	0	0	0	0	0	0	0	0	163,974	0	0	0
Total Adjustments	123,458	-100,286	136,210	-83,223	66,993	148,664	-69,595	21,768	218,555	175,009	82,554	108,235
Net Income	287,582	110,632	271,990	-166,076	178,338	238,006	-36,156	150,772	318,361	35,674	231,115	236,014



[illegible]

PROACT, INC.
BALANCE SHEET
8/31/25 (Period 2)

	8/31/25 (Period 2)	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)
CURRENT ASSETS:						
CASH	1,500,173	1,653,033	462,041	856,368	912,394	1,123,282
MONEY MARKET	1,007,784	1,004,594	4,491,909	3,478,977	3,467,721	3,456,865
INVESTMENTS (CD'S and Stock)	14,274,540	14,151,479	17,820,009	18,679,962	18,606,373	18,566,134
ACCOUNTS RECEIVABLE	1,189,132	1,257,273	1,220,053	1,052,346	1,086,152	998,229
ALLOWANCE FOR DOUBTFUL	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
ACCOUNTS						
PREPAIDS	225,270	217,643	208,503	259,314	239,490	232,445
TOTAL CURRENT ASSETS:	18,191,898	18,279,021	24,197,516	24,321,967	24,307,129	24,371,955
FIXED ASSETS:						
LAND	660,055	660,055	660,055	660,055	660,055	660,055
BUILDING	10,238,627	10,232,051	3,980,026	3,980,026	3,953,320	3,949,287
EQUIPMENT	1,236,561	1,236,561	1,236,561	1,236,561	1,236,561	1,236,561
VEHICLES	1,416,049	1,305,632	1,305,632	1,305,632	1,305,632	1,305,632
REMODELING	2,063,761	2,060,688	2,060,688	1,299,847	1,299,847	1,200,244
ACCUMULATED DEPRECIATION-	(2,437,576)	(2,428,756)	(2,419,936)	(2,411,401)	(2,402,636)	(2,394,224)
BUILDING						
ACCUMULATED DEPRECIATION-	(1,117,895)	(1,112,002)	(1,106,109)	(1,099,783)	(1,093,639)	(1,086,913)
EQUIPMENT						
ACCUMULATED DEPRECIATION-	(1,237,273)	(1,233,696)	(1,231,498)	(1,223,357)	(1,220,809)	(1,216,579)
VEHICLES						
ACCUMULATED DEPRECIATION-	(593,862)	(581,398)	(568,948)	(559,657)	(549,375)	(539,849)
REMODELING						
RIGHT OF USE ASSET						
DEPOSITS	-	1,207	1,207	783,459	783,459	783,459
TOTAL FIXED ASSETS:	10,228,447	10,140,341	3,917,677	4,288,395	4,293,038	3,969,846
TOTAL ASSETS:	28,420,345	28,419,363	28,115,193	28,610,362	28,606,167	28,341,802
LIABILITIES:						
ACCOUNTS PAYABLE	70,303	62,700	79,188	53,033	430,392	86,215
WAGES PAYABLE	140,450	401,731	312,625	280,360	223,976	438,082
PTO PAYABLE	368,455	368,455	376,296	346,684	346,684	346,684
RETIREMENT PAYABLE	253,923	260,134	257,902	6,426	5,123	10,097
PAYROLL TAXES PAYABLE	11,187	30,075	23,490	21,026	16,873	32,263
BENEFITS PAYABLE (Health & Dental)	53,543	9,798	10,336	8,654	7,799	3,914
SALES TAX PAYABLE	-	-	-	-	-	-
TOTAL CURRENT LIABILITIES:	897,860	1,132,892	1,059,837	716,683	1,030,848	917,255
LONG TERM LEASE LIABILITY						
				873,998	873,998	873,998
NET ASSETS	27,055,356	27,055,356	25,083,666	25,083,666	25,083,666	25,083,666
YTD PROFIT / (LOSS)	467,129	231,115	1,971,690	1,936,015	1,617,655	1,466,883
TOTAL LIABILITIES & NET ASSETS:	28,420,345	28,419,363	28,115,193	28,610,362	28,606,167	28,341,802

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, August 26th, 2025

5:00 PM

ProAct-Eagan Via Zoom and/or in person

Board members attending: Jim Louwagie, Marty Stapleton, Mary Ellen Leary, Steve Quirk

Via Zoom: Brian Knapp

Board members absent: Chuck DeNet, John Christiansen, Pat Jones, Paul Kramp, Teri McCloughan

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

1. Call to Order and Attendance

Board Chair Mary Ellen Leary called the meeting to order at 5:17 pm

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

Mary Ellen Leary asked for a motion to accept the board agenda, which Steve Quirk moved to accept, seconded by Jim Louwagie, and the motion carried unanimously.

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

The board reviewed the June 3rd minutes. Mary Ellen Leary asked for a motion to accept the minutes, moved by Jim Louwagie and seconded by Steve Quirk. The motion carried unanimously.

4. Financials: Income Statement for May (vote) and July (preliminary) YTD; Rolling 12 Month Reports, Cash Flow Statement, and Balance Sheet

In May, there were 21 service days. Our net income from operations was just shy of \$100,000. We received a one-time DEED grant of \$163,970, which is reflected in the one-time grant line. With this grant and our market gains, our total net income from operations reached \$318,000. The 12-month comparison is consistent, and the balance sheet reflects \$24 million in current assets and total assets of \$28 million. Before the purchase of the Shakopee building, our cash and investments amounted to \$23 million.

Mary Ellen Leary requested a motion to accept the May financials. Steve Quirk moved to accept the financials, and Jim Louwagie seconded the motion, which was unanimously approved.

a. Audit Update:

The auditors are on-site and should be wrapping up this week. Preliminary financials as of June 30th were presented. The net income from operations for June was \$20,000, primarily due to end-of-year adjustments, such as PTO, which accounted for around \$30,000, and unemployment expenses, which were approximately

\$43,000. Investments were strong in June, resulting in a total net income of \$195,000 for the month. Our year-to-date net income from operations is \$1.2 million. When including market gains and the grant, we are approaching a total profit of around \$2 million for the year. Our auditor will have one adjustment concerning our rental assets, which could be beneficial since we will be vacating the Shakopee building, and it might be written off.

Melissa also reviewed the estimated financials for July, projecting a net income from operations of \$148,000, with investments at \$17 million following the purchase of the Shakopee building. The July financials will be available for a vote following the June 30, 2025 audit presentation.

5. Shakopee Update

a. Purchase

Staff members are thrilled with the new location, as the building is in excellent condition! Feedback from families has been very positive. The purchase price was \$6,250,000, and the sale progressed quickly once we resolved the lease termination issues. The owner generously donated all the contents, including furniture, cubicles, and warehouse items, which were valued at \$40,000. Our goal is to move into the new building by the end of the year.

Our real estate attorney, John Worrell, was fantastic! He charged us half of his usual fee to assist with this mission, resulting in a final bill of less than \$4,000.

However, one downside was the tax situation. Judie spoke with the assessor, and the tax-exempt cutoff date is July 1 each year. Therefore, we will have to pay the remainder of the taxes for 2025 and all of the taxes for 2026. Judie has the necessary forms to file and will collaborate with Melissa to complete this process after the audit.

Completed Items and Tasks to Be Done:

- The exterior doors have been rekeyed.
- The fire department has replaced the keys in the fire box.
- The alarm system is in the process of being changed over to ProAct. This may take another 2-4 weeks, as we need to order and install a cellular communication device for monitoring, reprogramming, and fire/sprinkler inspections.
- Lawn care and snow removal services are confirmed, and we will continue with the current vendor.
- Staff from Red Wing and Eagan visited Shakopee for a tour to assess if any furnishings could be used in other locations. We plan to utilize everything feasible in the Red Wing renovation.

We are in the process of obtaining quotes for the following:

- IT services from Star Tech
- Fencing along the pond side and at the ends of the patio
- Parking lot resurfacing and striping
- HVAC repairs
- Moving services for disassembling, transporting, and reassembling items

6. Capital Budget FY 25-26

a. Capital Budget FY 24-25 Update

We have purchased four new Kia Sentos to replace some of our older minivans. The funds for this purchase came from last year's and this year's capital budget. Additionally, HVAC systems in Eagan were acquired with this year's budget; however, the replacement was scheduled for June due to timing.

7. Program and Services Report presented by Doug Cowles and Anna Shields

a. Program Update

In June, we served 700 participants and provided nearly 50,000 service hours. This year's report format has changed slightly; we now only count each participant once, even if they receive services from multiple departments.

Anna updated the board on her excitement to be back and shared her experiences from community outings speaking events and involvements. She highlighted that our IHS Services are experiencing significant growth. Employment Services has undergone changes primarily due to updates from Vocational Rehabilitation Services, prompting us to be innovative in how we support our participants across different departments. We recently hired a participant who was receiving employment services in the production area for 24 hours a week—a great testament to our mission!

b. Trends and Plans for growth for the 24-25 year

Among our four sites, Eagan and Shakopee are seeing the most growth. IHS is expanding in the metro area and in Goodhue, as we have taken on individuals after a service provider in Goodhue abruptly stopped.

c. Grievances & Complaints, Incident Review & Report

There were no grievances reported for the year. The Incident Report will be finalized soon and sent out by the end of the year.

d. EE Contract and Program Statutes & Rules

In 2025, we did not meet our contract requirements, resulting in a reduction for 2026. To address this, we have increased our marketing and community involvement to strengthen the Extended Employment department. We have partnered with Dakota County Library, which is allowing us to promote our services.

8. Plan Review

a. Technology Plan – Presented by Judie Foster-Lupkin

The technology plan has been updated, and the disaster recovery simulation has been successfully completed. This has been a focus for several years, and we have addressed all CARF recommendations!

The Global Application has now been transitioned to read-only mode for historical data.

This year, we have introduced cybersecurity training for all staff, and it is progressing very well.

The IT cost sheet provides an overview of our affiliates and outlines the planned equipment needs, totaling \$326,000 for this year. Once Shakopee is operational, it will serve as the backup site, with Eagan (currently Red Wing) housing the top-of-the-line secure server room.

b. Barrier Removal Plan – Presented by Doug Cowles and Anna Shields

The Barrier Removal Plan consists of 9 components. The team evaluated all areas and goals related to these components. The plan was initiated in July, and we have already accomplished several items on our checklist!

c. Risk Management Plan – Judie

The Risk Management Plan includes 7 major components that are reviewed annually. Judie provided an overview of these components and shared updates as outlined in the board packet. A summary for June 2025 has been prepared for all of these areas, and items on the "watch list" have also been indicated.

1. Insurance

2. Property/Vehicles
3. Contracts
4. Reputation
5. Loss Prevention
6. Financial Management
7. Licensing

d. Cultural Competency Plan

We provide annual Cultural Competency training for all of our staff. Items of educational value are written in the plan that we do for the staff and participants. We also indicate current items we are addressing with our Marketing team in the ProAct Post.

All plans will have a summary of the previous year and items or trends to look for in the year ahead.

e. Outcomes Management & Stakeholders Report

Each year, we develop surveys for our employees and stakeholders to gauge satisfaction. This year, 97% reported being satisfied with our services! We surveyed 933 participants, with an average age in their 20s to 30s, and there was an equal distribution of male and female respondents.

9. 401K Plan Review – Presented by Jo Ann Peinie

The 401K plan operates on a fiscal year, so it has not been audited this year; the audit will be completed in September. The total plan balance is \$10,700,000. Currently, there are 105 eligible participants, with 89% actively contributing. The average contribution from employees is 6.5% of their income. Additionally, there are currently 11 employees with 401K loans, totaling around \$100,000.

10. Corporate Compliance Report – Presented by Jo Ann Peine

This year, there is nothing to report, which is excellent news!

11. Staffing

i. Staff Turnover Rate – Presented by Jo Ann Peine

Our overall staff turnover rate is 27%, with 21% being voluntary and 6% non-voluntary.

ii. MN Care Force Incentive Grant

The board was informed that we have received funds from the State of MN - MN Care Force Incentive Grant for Direct Support Professionals (DSPs). Out of a potential \$1,000 per DSP, each DSP employed at the time the grant was finalized will receive \$770, which will be distributed in September.

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

Amanda will send the Board-required policies in September via DocuSign.

13. President & CEO Report

a. Marketing & Communications Report

Attached in the board packet for review, which highlights our top posts across social media.

b. Food Truck Recap

Everyone enjoyed another successful Food Truck event with happy staff and participants!

c. DSP Week – September 7th-12th

14. Three of our DSPs have been nominated for the MOHR Annual DSP Award. Out of 30 nominations, 5 were selected – one winner is a DSP from Shakopee. We will go there on 9/9 for breakfast to present the award.

a. Judie updated the board regarding a long-time employee, Stephanie Skordahl, who has been the Eagan Building and Grounds Coordinator and is moving out of the area. We will be seeking a replacement. She has overseen the janitorial crew, which has experienced some turnover in recent months (Express personnel). We are hiring an after-hours cleaning crew from Monday to Friday, starting on 9/2.

b. **Annual awards will be in October at each site for participants and staff.**

15. Looking Ahead

a. **Board Assessment (required by CARF and Charities Review)**

Assessment will be sent via Survey Monkey in September/October.

16. New Business

a. **New Board Members**

The discussion of new board members was tabled for discussion until the October 2025 Board Meeting.

17. Adjourn

Mary Ellen Leary called the meeting to adjourn at 7:05 PM.

Reminder: No September Meeting

Next Meeting: October 7th, 2025

Number of Participants/Hours Receiving Services

7/31/2025

[illegible]

FY 2026
July - June
Monthly Program Goals and Outcomes
Report Month: August

Program	Goals	Monthly Total	YTD Totals/ Average	Total (T), Average(A),	YTD % of Goal
Employment Support Services – Linda/Brianna	- 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: 1. Start 35 new participants 2. Total participants served annually in FY26 = 215 3. Active participants at end of year = 205	6010 497 97% 0 0 4 - 187	5055 502 98% 0 0 7 196 190	A A A T T T T A	65% 91% 100% 0% 0% 20% 96% 93%
Employment Development Services – RaeAnn	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: 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: 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: 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	100% 2 - 15 55	100% 3 17 15 63	A T T A A T T A T A A	111% 4% 17% 38% 78% 6% 36% 110% 7% 71% 31% 107%
IHS – Kim/Bri	- Individualized Home Support – Bill at least 1500 hours per month. - Increase enrollment in the IHS program by 25% in FY 2026: 1. Start 25 new participants 2. Total participants served annually in FY26 = 96 3. Active participants at end of year = 85	1513 2 - 73	1599 8 73 72	A T T A	107% 32% 76% 85%

Program	Goals	Monthly Total	YTD Totals/ Average	Total (T), Average(A),	YTD % of Goal
Hudson – Steph/LeeAnn	• Bill a minimum of 1700 service hours monthly. • Increase enrollment in the program by 20% in FY 2026. ○ 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	1678	1673	A	98%
		1	1	T	17%
		-	21	T	78%
		21	21	A	84%
		86%	85%	A	100%
		0%	0%	A	0%
Eagan DSS – Steph	• Bill a minimum of 16,000 service hours monthly. • Increase enrollment in the program by 10% in FY 2026. ○ 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.	14,903	15,466	A	97%
		2	8	T	27%
		-	185	T	80%
		185	184	A	94%
		72%	71%	A	84%
		0%	0%	A	0%
		30	31	A	89%
		632	660	A	83%
Shakopee – Ali	• Bill a minimum of 13,000 service hours monthly. • Increase enrollment in the program by 15% in FY 2026. ○ 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	11,776	12,153	A	94%
		1	3	T	12%
		-	129	T	83%
		126	127	A	88%
		60%	60%	A	71%
		100%	100%	A	100%
Red Wing DSS - Gloria	• Bill a minimum of 9000 service hours per month in DSS. • Increase RW DSS enrollment in the program by 10% in FY 2026. ○ 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	8878	9147	A	102%
		0	1	T	5%
		-	115	T	87%
		112	114	A	97%
		88%	80%	A	94%
		100%	100%	A	100%
Training/Transportation - Jane	• 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%
		97%	94%	A	103%
		100%	100%	A	100%
		75%	74%	A	74%
Enclaves - Jessie	• 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%
		68	68	A	68%
		0	9	T	0%

ProAct Communications Board Report

SEPTEMBER 2025

UPDATES & EVENTS

- ProAct's communications team drafted and sent out an announcement of the **new Shakopee site** purchase. The team is additionally drafting and distributing content for pitching to local media, the Scott County Chamber, and MOHR.
- ProAct's communications team reached out to and is coordinating with the Mayoral offices of Eagan, Hudson, Red Wing, and Shakopee to issue proclamations for the upcoming **Direct Support Professionals (DSP) Week**.
- ProAct's communications team drafted content for a Shakopee Food Truck event with **Borealis Bowls**, an organization with familial ties to a Shakopee participant.
- ProAct's communications team is drafting new content for the **Washington County newsletter** advertising the Autism Center (Oasis).
- ProAct's communications team is coordinating with the **Employment Development** team to develop new content advertising participants who have recently achieved employment.



SOCIAL MEDIA HIGHLIGHTS

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

- A Great Day Farm content received the highest engagement with over 600 impressions. A Great Day Farm reposted ProAct's content on their Facebook page.
- DIY Sensory Bottle making content received the second highest engagement with over 500 impressions.
- Science with Wilo content received the third highest engagement with over 460 impressions.



ProAct Communications Board Report

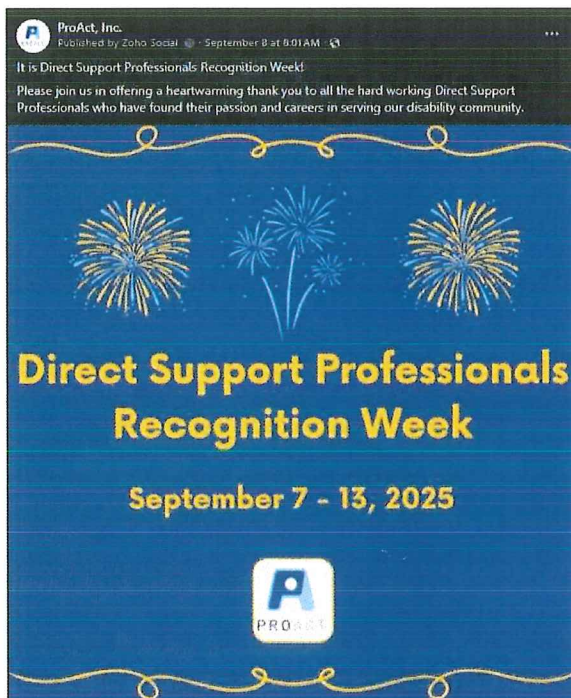
OCTOBER 2025

UPDATES & EVENTS

- ProAct's communications team coordinated with Scott County Chamber of Commerce to include the new **Shakopee location purchase** in the chamber's "Biz Buzz" segment.
- ProAct's communications team provided content to MOHR for announcing the Shakopee location purchase on the **MOHR newsletter**.
- ProAct's communications team reached out to the office of **Representative Angie Craig** regarding interest in authoring a recognition letter for ProAct's Susanne 'Lotta' Facente receiving the MOHR DSP Award.
- ProAct's communications team is gathering content and coordinating with the Employment team to bring attention to recent **participant hiring success stories**.

PROACT IN THE NEWS

- September 9, 2025: **Sun This Week**
 - ProAct celebrates National Direct Support Professionals Recognition Week



SOCIAL MEDIA HIGHLIGHTS

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

- The Oasis Tie-dye Shirts content received the highest engagement with over 900 impressions.
- Flamingo art received the second highest engagement with over 800 impressions.
- Direct Support Professionals Week Content received the third highest engagement with over 700 impressions.

