

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, November 4th, 2025
5:00 PM
ProAct-Eagan Via Zoom**

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: Amanda Ballard, Melissa Munce

- 1. Call to Order and Attendance**
- 2. Approval of the Agenda (Additions/Corrections/Deletions)**
- 3. Review and Approve Board Meeting Minutes of the meeting held October 7th, 2025**
- 4. Financial Report for September 2025 and YTD; Rolling 12 Month Reports, Cash Flow Statement, and Balance Sheet**
- 5. Program and Services Report**
 - a. Annual Awards took place at all sites – wonderful events! Thank you, John, for coming to present my 5 year award! I am honored to be here and be a part of the great work we do.
 - b. We honored 66 participants with one 40 year award! 13 staff were recognized with three 25 years of service! This is such a testament to ProAct as being a great place to work.
 - c. We served 701 participants for September (same as August) and the same number of billing days but our hours increased due to participants settling back in from summer (vacations, camps, etc). This increase was seen in all programs.
 - d. Our next big event will be the holiday lunch mid-December at each location.
- 6. Shakopee Update**
 - a. HVAC repairs/maintenance is scheduled for 10/23
 - b. 10/23 Staff continuing to work on items to other locations and clearing the warehouse
 - c. Flooring in 6 offices spaces and 1 classroom (for changing, medications, quiet rooms and an art classroom) is scheduled for the first week in November
 - d. New outdoor signs (fire lane, exit/entrance only and stop) have been ordered and “mostly” installed
 - e. The ProAct sign has been approved and should be installed by mid-November.
 - f. Internet is up and running
 - g. Startech is working on setting up the IT room
 - h. Doors – handicap automatic openings and staff key fobs are ordered
 - i. Fire extinguishers are up to date and inspected
 - j. Warehouse pallet racks are down and items are being palletized to go to Eagan and Red Wing.

7. Health Insurance Renewal Update

- a. As a follow up to our health insurance planning meetings JoAnn and I have gone through all 5 plans with the broker for a January 2026 renewal. There was no increase this year from Medica, but we are still making changes to employee contributions to try and level the field between plans.
 - i. We are using our 2 plans (Park Nicollet and Fairview that have the same cost) as our base – with the ongoing plan of being 80/20 – Employer/Employee.
 - ii. Selecting these two plans and then using the employer premium contributions against all other plan options.
 - iii. Our two base plans cover over 50% of the enrolled employees and have the widest demographic reach for medical providers.
 - iv. This plan will take us a few years to fully reach this goal without being detrimental to staff.
 - v. This strategy would encompass future increases (even if we decide to change the percentages) and equalize the financial benefit of the coverage.

8. Looking Ahead

a. December Board Meeting and Meet and Greet Event

- i. Amanda will create an invitation for staff
- ii. After meeting with the Leadership team since the day ends at 4pm the thought is the bulk of the staff will be attending from 4-4:30 so we will indicated that time in the invitation.
- iii. Doug and Anna are working with managers to promote the event

9. President & CEO Report

a. Board Assessment Results

9 of 10 responses were collected via the 'BOD Assessment FY24-25'- The majority of respondents expressed strong agreement or agreement with all statements, indicating a highly positive assessment of board operations and individual engagement.

Key highlights:

- 100% strongly agree that board meeting agendas are well planned and that members support board decisions once made.
- Over 75% strongly agree that the organization operates with a strategic plan, receives written reports in advance, and that there is good two-way communication with the President/CEO.
- Most respondents feel clear about their roles, are familiar with by-laws, and participate actively in discussions.
- The board is seen as providing direction and trusting the President/CEO, with formal evaluation processes in place.
- Diversity, equity, and inclusion in board membership are recognized, though a small portion neither agrees nor disagree.

Based on the survey results, most board members responded very positively to all questions, with the majority selecting 'Strongly agree' or 'Agree' for every statement. However, there are a few areas that may present opportunities for further improvement:

- On the question about reviewing membership with a focus on diversity, equity, and inclusion, 22% of respondents selected 'Neither agree nor disagree,' suggesting some uncertainty or room for growth in this area.
- For ensuring professional development opportunities for the President/CEO, 11% neither agreed nor disagreed, indicating this could be an area to strengthen.
- Familiarity with by-laws and governing policies also saw 11% neither agreeing nor disagreeing, which may point to a need for additional orientation or resources.
- Reading materials in advance of meetings had one respondent (11%) neither agreeing nor disagree, suggesting a possible opportunity to encourage better preparation.

Overall, while the board is functioning very well, focusing on diversity and inclusion, professional development, and ensuring all members are fully prepared and familiar with policies could further enhance effectiveness.

Question from Judie: For those areas where there is an opportunity for improvement - Is there something that you would like to see done differently?

- Minutes sent out earlier for review?
- Have additional information or training on governing policies?

b. Legislative Update

There is no indication of stopping or reducing waived services. We did get the 10/30 audit information (sent to the board via email) which at this time only affects the IHS program.

c. Paid Family Medical Leave

- i. JoAnn is signed up with the state. We are not using a third-party vendor as the final cost ended up to much for processing the claims. We will be splitting the tax 50/50 with employees which is estimated to be about \$34k each annually.

d. Performance Reviews

- i. The process of reviews has begun! This is a merit based scoring system and will be a mix of bonus and increase. The board approved a 3% "bucket" with the budget so the process will be similar to last year.

e. Capital Budget Status Report

- i. Items for Shakopee will continue to add to this but no other purchases were made.

f. Red Wing Interior Project Update

- i. Titus Construction has provided me with a bid for a Phase 1 in Red Wing which would fix the "new wall" room into two rooms and repair/replace the damaged bathrooms, ceilings and walls. The other room in Phase 1 is the classroom that had water damage and the part of the ceiling and wall had to be removed. The bid came in at 95,000. Justin has reached out to a couple other contractors for bids but we have not had luck with getting anything scheduled.

g. Marketing & Communications Report – Included in the packet

10. New Business

11. Adjourn

Next Meeting: December 2nd, 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, October 7th, 2025

5:00 PM

ProAct-Eagan Via Zoom and/or in person

Board Members Attending: Jim Louwagie, John Christiansen, Marty Stapleton, Mary Ellen Leary, Steve Quirk, Teri McCloughan

Via Zoom:

Board Member Absent: Brian Knapp, Chuck DeNet, Pat Jones, Paul Kramp

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

Guests: Matt Phillsbury from Carpenter, Evert & Associates

1. Call to Order and Attendance

Board Chair Mary Ellen Leary called the meeting to order at 5:00 pm

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

Mary Ellen Leary asked for a motion to accept the board agenda, moved by Teri McCloughan and seconded by Jim Louwagie. The motion carried unanimously.

3. Presentation of the 2024-25 Financial Audit, 990, and EE Audit

Matt presented the audit and noted that there were no new accounting standards for this year. He reported an unqualified opinion, which is the highest level of assurance and indicates a clean audit result.

In reviewing the statement of activities, changes in contributions were down by \$310,000, primarily due to the timing of the Extended Employment overproduction funds received in 2024. There was a significant increase in government program service fees, which rose by just under \$1.2 million. This increase stems from a large rate adjustment that took effect in January 2024, making this the first fiscal year that reflects 12 months of the new rates, along with an additional billing for hours worked.

In the expense section, Support Services accounted for 13% of total expenses. The Charities Review Council recommends that organizations maintain expenses between 10% and 35%, so we are well within that range. Total expenses showed an increase of \$610,000, but we experienced a larger increase in revenue. As a result, the change in net assets reflected a surplus of over \$1.97 million, with net assets continuing to grow to over \$27 million.

The purchase of the Shakopee building will impact this current fiscal year and will be reflected in next year's audit. Total personnel costs increased by about \$5,000 due to the addition of staff. The Balance Sheet indicates that cash and cash equivalents rose by approximately \$830,000, linked to the substantial surplus and reduced capital expenses. Accounts receivable increased by \$230,000 due to higher billing amounts, while investments overall decreased by \$260,000, related to property, equipment, and capital expenditures. Total assets increased by \$1.24 million.

Undesignated net assets cover 1-2 months of operating expenses, indicating a healthy balance. There were no other findings, issues, or management disagreements noted. Additionally, the Form 990 showed no significant changes. Matt suggested that the language on page 2 of the Form 990 should be reviewed for accuracy, as this is a public document.

Matt opened the floor for questions, but there were none, and at the conclusion of the presentation, Matt left the meeting.

Mary Ellen Leary asked for a motion to accept the FY2024-2025 Audit, 990, and EE Audit, which Jim Louwagie moved to accept, seconded by Marty Stapleton, and the motion carried unanimously.

4. Review and Approve Board Meeting Minutes of the meeting held August 26th, 2025

The board reviewed the August 26th minutes. Mary Ellen Leary asked for a motion to accept the minutes, moved by Teri McCloughan and seconded by Jim Louwagie. The motion carried unanimously.

5. Financial Report for July and August and YTD; Rolling 12 Month Reports, Cash Flow Statement, and Balance Sheet

During the August board meeting, we reviewed the preliminary financial results for July. The only change noted was in the balance sheet, which reflects Matt's adjustment of the right-of-use asset and other items. We concluded July with a net income of \$231,000 from operations.

Mary Ellen Leary requested a motion to accept the July financials. Jim Louwagie made the motion, which was seconded by Teri McCloughan. The motion carried unanimously.

For the August financials, the month consisted of 21 days. The net income from operations for August was \$127,000. Eagan's production revenue has decreased due to quality control issues with a supplier; however, this is expected to be a temporary problem that will be resolved soon. The market gains are performing well, leading to a total net income of \$236,000. Year-to-date, the net income stands at \$467,000. The balance sheet remains balanced, showing \$16 million in cash and investments.

Mary Ellen Leary asked for a motion to accept the August financials. John Christiansen moved to accept them, which Teri McCloughan seconded. The motion carried unanimously.

6. Program and Services Report

a. Legislative (Federal Shutdown) Effects

Currently, there is a federal shutdown. Judie noted that in her discussions with the MOHR lobbyist, Medicare funds are off-limits, and significant reductions are not anticipated.

b. MOHR DSP award to Suzanne "Lotta" Facente from Shakopee

This year, the Minnesota Organization for Habilitation and Rehabilitation (MOHR) held statewide Direct Support Professional (DSP) Awards, and several staff members were nominated. We are pleased to announce that Lotta Facente, a DSP from Shakopee, was one of the winners! We celebrated with a breakfast event where Lotta received a star award. Access Press also featured Lotta and the nominees, and Judie shared the article with the Board.

c. Annual Awards in October

Our Annual Awards will take place in October, specifically:

- Hudson on October 21
- Red Wing on October 22
- Eagan on October 28
- Shakopee on October 30

We will celebrate a 40-year Participant award! Judie extended an invitation to all Board members should they wish to attend any of these events.

d. Performance Reviews Begun

Performance Reviews have commenced. Employees are currently completing self-evaluations, which are due to their managers. The next step will involve the managers conducting their evaluations, all of which will be reviewed by Judie, Doug, and Anna. Following the evaluations, one-on-one meetings will take place, and we will begin considering merit staff salary increases of the 3% allotment, as voted on by the Board.

e. Participants & Hours Served

In August, we had 21 service days, during which we served 701 participants and logged a total of 47,786 hours. Employment and Individualized Home Support (IHS) services are receiving the most referrals and are the fastest-growing areas. Judie also shared that we successfully hired a participant from our Production Skills Exploration program as a Production Assistant; she will be featured in an upcoming issue of the ProAct Post!

f. Community Events

Anna has been active in attending various forums, including the Dakota County Job Fair and the Dakota County Chamber, where she set up a table and gave a presentation. She has also been involved with transition programs in Zumbrota and is working to grow services in Red Wing. Judie met with Sue Mackert, a provider from Rochester, who is undertaking a \$20 million capital campaign to build a new facility. Sue's IHS staff primarily consists of family members or close friends, rather than direct staff. Judie and Sue discussed how their IHS program operates and exchanged ideas that could inspire a positive shift in our approach at ProAct. Judie plans to have further discussions with Anna regarding how these insights might help alleviate staffing concerns in our IHS Department.

7. Staffing

a. Internal Promotion for Facilities Manager

We have promoted Justin Simmons, our Building and Grounds Coordinator from Red Wing, to Facilities Manager. He will oversee all locations, spending 60% of his time in Red Wing and the remainder in Eagan and Shakopee. A cargo van has been purchased to facilitate Justin's transportation to these locations.

b. Eagan Building and Grounds Coordinator – Temp hired as replacement

We have contracted a janitorial service for after-hours cleaning and hired Johnny Yauri as a temporary Building and Grounds Coordinator for Eagan. He has been doing an excellent job in both Eagan and Shakopee.

c. Open Positions

Our staffing levels are strong, with only a few open positions remaining throughout the organization. Many other providers are still facing staffing challenges. Judie remarked that she has noticed a trend among other providers starting their staff at similar wages, bringing them closer to our pay rates; nevertheless, we continue to lead in compensation.

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

Judie provided updates to the Board regarding the new Shakopee location. The parking lot has been completed and looks fantastic, with designated entrances and exits for both vehicles and buses. One significant update is that we will not be able to construct a fence along the pond, as this area is owned by the City of Shakopee, which has expressed no interest in permitting the fence due to existing easements. However, we will proceed with installing a fence along the patio and will explore alternative options for the pond area.

The HVAC repairs are underway, with some units having hornet nests, and we have also found that many of the windows need attention. We have conducted one full workday at Shakopee where we moved and disassembled cubicles for use at our other locations. Another workday is scheduled for this upcoming Friday. In another project, the building signage will feature a blue background with white lettering. The alarm system, security, and fire monitoring will be set up shortly, along with the IT infrastructure. StarTech will be on-site to assist in setting up the IT room. Next, we will install key fob access and handicap mechanisms on our exterior doors.

Our target move-in date is January 2025, at which time we will host an open house, a board meeting, and feature the move-in in the ProAct Post.

9. President & CEO Report

We held our 401(k) planning meeting, and the fund is performing well. We have experienced a net loss of three staff members, with 98% of employees participating in the age-based plan. Currently, 154 staff members are in the plan, which includes those who may not contribute but receive a discretionary contribution. The average balance stands at \$69,000, with 10 staff members having loans totaling around \$100,000.

a. Give MN – Shakopee

K2 is launching our Give MN Campaign, aiming to raise \$5,000 for our new Shakopee location.

b. Capital Budget Update

Updates to the capital budget include the purchase of a cargo van for the Facilities Manager and expenses related to the Shakopee project, as noted earlier.

c. Update on interior project in Red Wing

Judie reported that we are in Phase 1 of the interior updates in Red Wing, addressing a leak caused by the gutters, which has now been repaired. Additionally, we are splitting one room into two separate programming spaces, working with Titus Construction on this project.

d. Leased Warehouse Space for Red Wing

We have leased approximately 5,000 square feet of warehouse space to a robotics company for \$2,500 per month.

e. PGA Golf Tournament Donation: \$10,000

ProAct has received a \$10,000 donation from PGA Golf Tournament, formerly Tapemark.

f. Marketing & Communications Report

Attached to the Board Meeting agenda is the Marketing and Communications Report, highlighting our top stories.

10. Looking Ahead

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

Amanda will distribute the required annual Board Assessment this week, which is mandated by CARF and the Charities Review Council.

11. New Business

a. New Board Members

If you have any suggestions for new board members, please forward them to Judie.

b. JFL - Out of Office

Judie will be out of the office from Wednesday to Friday, October 15-17, for a CARF accreditation survey in Ohio. She will also be out on October 31 for surgery and during the first week of November. While recovering, she plans to work from home and will send assignments via email to those assisting with projects during her absence. If she is unable to attend the November Board Meeting, she may participate virtually. Amanda and Melissa will handle the board meeting in her absence.

c. December Board Meeting

Judie proposed to the Board that the December meeting begin at 4 PM for a "Meet and Greet" event, allowing staff to connect with board members. The Board agreed to this plan, and we will schedule the Meet and Greet from 4-5 PM, followed by the Board Meeting.

12. Adjourn

Mary Ellen Leary called the meeting to adjourn at 6:35 PM.

Next Meeting: November 4th, 2025

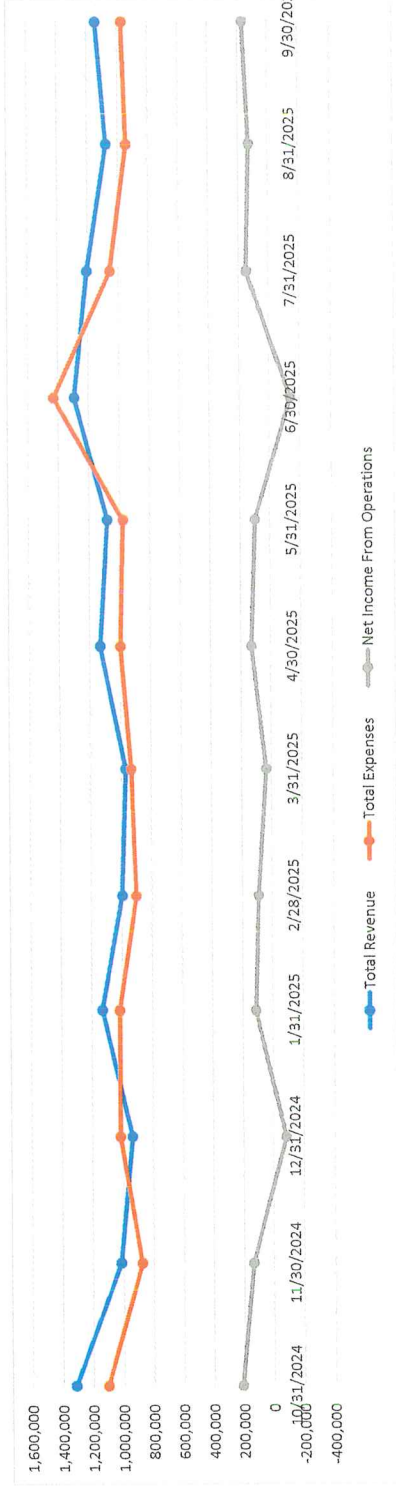
Submitted by Amanda Ballard

PROACT, INC.
STATEMENT OF REVENUE AND EXPENSES
SEP 30, 2025

DESCRIPTION	MONTH		LAST YEAR		YTD		YTD		YTD LAST YEAR	
	ACTUAL	BUDGET	VARIANCE	ACTUAL	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	VARIANCE
REVENUE										
CONTRACT REVENUE	129,637	146,025	(16,388)	139,166	(9,529)	432,252	438,075	(5,823)	407,158	25,095
SERVICE FEES	978,062	891,869	86,194	870,117	107,945	2,880,053	2,649,983	230,070	2,685,080	194,973
FUNDRAISING	12,859	4,300	8,559	402	12,457	16,363	17,900	(1,537)	12,274	4,089
OTHER REVENUE	20,796	27,500	(6,704)	45,732	(24,936)	88,361	82,500	5,861	125,013	(36,652)
TOTAL REVENUE	1,141,354	1,069,694	71,660	1,055,417	85,937	3,417,029	3,188,458	228,571	3,229,524	187,505
EXPENSES										
STAFF WAGES	575,872	621,326	(45,454)	533,889	41,983	1,771,757	1,856,262	(84,505)	1,679,674	92,084
STAFF BENEFITS	149,823	155,781	(5,958)	139,729	10,094	448,470	465,827	(17,357)	420,922	27,548
CONSUMER WAGES/BENEFITS	14,934	13,728	1,206	13,771	1,163	45,015	41,185	3,830	46,417	(1,403)
SUBCONTRACT SERVICES	70,758	65,850	4,908	58,670	12,088	210,641	183,625	27,016	167,148	43,493
SUPPLIES & MATERIALS	19,302	32,899	(13,597)	26,036	(6,733)	73,267	97,299	(24,032)	83,511	(10,245)
DEPRECIATION	30,722	30,052	670	26,822	3,900	90,837	91,667	(831)	78,050	12,787
VEHICLE OPERATING EXPENSES	36,568	32,355	4,213	31,348	5,220	110,115	97,065	13,050	100,209	9,906
EQUIPMENT REPAIR	5,324	8,030	(2,706)	12,755	(7,431)	21,019	22,890	(1,871)	44,739	(23,721)
UTILITIES, REPAIR & MAINT	33,606	26,675	6,931	19,253	14,353	99,460	80,625	18,835	64,033	35,427
OTHER EXPENSE	36,449	31,509	4,940	29,020	7,429	102,115	96,270	5,844	86,579	15,535
TOTAL EXPENSES	973,359	1,018,204	(44,845)	891,293	82,066	2,972,694	3,032,715	(60,021)	2,771,282	201,412
NET INCOME FROM OPERATION	167,995	51,490	116,506	164,124	3,872	444,335	155,743	288,592	458,243	(13,908)
MARKET GAIN/LOSS	128,560	0	128,560	123,458	5,102	319,349	0	319,349	392,761	(73,411)
ONE-TIME GRANTS	0	0	0	0	0	0	0	0	19,147	(19,147)
TOTAL ADJUSTMENTS	128,560	0	128,560	123,458	5,102	319,349	0	319,349	411,907	(92,558)
NET INCOME	296,556	51,490	245,066	287,582	8,974	763,684	155,743	607,941	870,150	(106,466)

ProAct, Inc.
Comparative 12 Month Income Statement

	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	9/30/2025
Revenue												
Contract Revenue	282,053	119,390	100,101	172,100	156,884	132,961	152,063	127,951	266,492	175,630	126,986	129,637
Service Fees	1,000,705	852,113	789,987	905,428	808,296	798,825	946,422	916,234	908,721	979,429	922,562	978,062
Fundraising	3,863	14,531	16,706	8,157	2,319	3,858	622	521	264	1,504	2,000	12,859
Other	29,225	27,401	28,175	43,538	26,184	30,281	29,676	32,445	116,438	46,549	21,016	20,796
Total Revenue	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	1,141,354
Service Days	23	19	19	22	20	19	22	21	21	22	21	21
Expenses												
Staff Wages	600,528	542,586	669,278	622,575	533,511	567,100	597,290	604,425	581,066	637,212	558,674	575,872
Staff Benefits	150,416	136,679	152,797	158,251	157,668	156,672	139,102	160,053	477,185	160,876	137,771	149,823
Consumer Wages/Benefits	16,275	12,589	10,730	14,277	12,571	12,689	15,910	14,350	13,830	15,516	14,565	14,934
Subcontract Services	54,135	45,640	44,956	54,083	57,622	60,503	71,120	62,898	69,014	75,249	64,633	70,758
Supplies & Materials	150,644	22,316	23,212	30,775	24,084	18,739	49,842	22,224	160,974	27,874	26,090	19,302
Depreciation	27,393	28,024	30,163	29,997	28,170	30,992	28,893	27,741	32,292	29,361	30,754	30,722
Vehicle Expense	37,262	29,947	26,043	34,469	27,010	30,369	38,763	34,543	36,445	37,551	35,996	36,568
Equipment Repair	7,496	9,838	7,141	5,856	4,273	3,447	11,675	4,676	5,915	7,385	8,309	5,324
Facility Expense	24,901	24,299	24,253	30,336	29,416	22,958	19,339	20,120	19,257	30,293	35,561	33,606
Other	35,878	25,737	29,249	37,259	30,016	29,017	27,845	26,315	35,272	33,234	32,432	36,449
Total Expenses	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	973,358
Net Income From Operations												
	210,918	135,780	-82,853	111,345	89,342	33,439	129,004	99,806	-139,335	148,561	127,779	167,996
Market Gains(Losses)												
One-Time Grants	-100,286	136,210	-83,223	66,993	148,664	-69,595	21,768	54,581	175,009	82,554	108,235	128,560
Total Adjustments	-100,286	136,210	-83,223	66,993	148,664	-69,595	21,768	163,974	0	0	0	0
Net Income												
	110,632	271,990	-166,076	178,338	238,006	-36,156	150,772	318,361	35,674	231,115	236,014	296,556



PROACT, INC.
BALANCE SHEET
9/30/25 (Period 3)

9/30/25 (Period 3) 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)

CURRENT ASSETS:						
CASH	796,483	1,500,173	1,653,033	462,041	856,368	912,394
MONEY MARKET	4,016,139	1,007,784	1,004,594	4,491,909	3,478,977	3,487,721
INVESTMENTS (CD'S and Stock)	12,319,420	14,274,540	14,151,479	17,820,009	18,679,962	18,606,373
ACCOUNTS RECEIVABLE	1,142,765	1,189,132	1,257,273	1,220,053	1,052,346	1,086,152
ALLOWANCE FOR DOUBTFUL	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
ACCOUNTS						
PREPAIDS	225,649	225,270	217,643	208,503	259,314	239,490
TOTAL CURRENT ASSETS:	18,495,437	18,191,898	18,279,021	24,197,516	24,321,967	24,307,129

FIXED ASSETS:						
LAND	660,055	660,055	660,055	660,055	660,055	660,055
BUILDING	10,238,627	10,238,627	10,232,051	3,980,026	3,980,026	3,983,320
EQUIPMENT	1,236,561	1,236,561	1,236,561	1,236,561	1,236,561	1,236,561
VEHICLES	1,455,857	1,416,049	1,305,632	1,305,632	1,305,632	1,305,632
REMODELING	2,063,761	2,063,761	2,060,688	2,060,688	1,299,847	1,299,847
ACCUMULATED DEPRECIATION-BUILDING	(2,446,121)	(2,437,576)	(2,428,756)	(2,419,936)	(2,411,401)	(2,402,636)
ACCUMULATED DEPRECIATION-EQUIPMENT	(1,123,729)	(1,117,895)	(1,112,002)	(1,106,109)	(1,099,783)	(1,093,639)
ACCUMULATED DEPRECIATION-VEHICLES	(1,241,555)	(1,237,273)	(1,233,696)	(1,231,498)	(1,223,357)	(1,220,809)
ACCUMULATED DEPRECIATION-REMODELING	(605,923)	(593,862)	(581,398)	(568,948)	(559,657)	(549,375)
RIGHT OF USE ASSET					783,459	783,459
DEPOSITS	18,784	-	1,207	1,207	317,013	326,621
TOTAL FIXED ASSETS:	10,256,316	10,228,447	10,140,341	3,917,677	4,288,395	4,299,038
TOTAL ASSETS:	28,751,752	28,420,345	28,419,363	28,115,193	28,610,362	28,606,167

LIABILITIES:						
ACCOUNTS PAYABLE	93,901	70,303	62,700	79,188	53,033	430,392
WAGES PAYABLE	191,045	140,450	401,731	312,625	280,860	223,976
PTO PAYABLE	368,455	368,455	368,455	376,296	346,684	346,684
RETIREMENT PAYABLE	255,376	253,923	260,134	257,902	6,426	5,123
PAYROLL TAXES PAYABLE	14,498	11,187	30,075	23,490	21,026	16,873
BENEFITS PAYABLE (Health & Dental)	9,437	53,543	9,798	10,336	8,654	7,799
SALES TAX PAYABLE	-	-	-	-	-	-
TOTAL CURRENT LIABILITIES:	932,712	897,860	1,132,892	1,059,837	716,683	1,030,848
LONG TERM LEASE LIABILITY					873,998	873,998
NET ASSETS	27,055,356	27,055,356	27,055,356	25,083,666	25,083,666	25,083,666
YTD PROFIT / (LOSS)	763,684	467,129	231,115	1,971,690	1,936,015	1,617,655
TOTAL LIABILITIES & NET ASSETS:	28,751,752	28,420,345	28,419,363	28,115,193	28,610,362	28,606,167

ProACT, Inc.
Cash & Investment Summary
9/30/25

Cash Position	October	November	December	January	February	March	April	May	June	July	August	September
Checking Account												
Main Operating Account - Old National	588,225	715,564	779,744	784,605	681,835	1,079,589	868,276	812,163	416,113	1,402,105	1,454,833	751,123
Eagan Payroll Account - Old National	24,247	22,693	22,693	22,693	22,693	22,693	22,693	22,693	22,693	227,862	22,162	22,162
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	14,320	16,805	16,805	8,012	7,741	7,876	8,301	8,388	8,820	8,650	8,763	8,763
	637,966	766,236	830,416	826,484	723,443	1,121,332	910,444	854,418	458,800	1,649,791	1,496,932	793,222
	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	3,241	3,241	3,241	3,241
Petty Cash	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	1,007,784	4,016,139
Money Market - Old National												
3.60% 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	1,027,009	1,030,222
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	1,028,128	1,031,386
Old National, CDARS 4.6% 12/19/24	1,040,625	1,044,567	-	1,032,601	1,036,473	1,040,777	1,044,959	1,049,298	-	2,082,258	2,090,329	-
Alliance Bank, CDARS, 4.88% 6/5/25	1,019,980	1,024,079	1,028,331	2,035,755	2,042,881	2,050,798	2,058,491	2,066,469	2,074,219	4,130,731	4,145,466	2,061,608
Tradition Capital Bank, 4.55% 9/11/25	2,012,518	2,020,066	2,027,895	5,078,341	5,095,245	5,114,025	5,132,268	5,151,187	4,116,047	4,130,731	4,145,466	2,061,608
	4,073,123	4,088,712	5,059,692	67,370	72,628	70,776	69,682	71,698	72,274	73,520	74,748	77,454
	67,183	67,183	67,370	67,370	13,448,860	13,381,333	13,404,423	13,457,078	13,631,688	9,947,229	10,054,326	10,180,359
Associated Bank - Money Market/Equity Fund	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	10,054,326	10,180,359
LPL Financial Investments												
Total	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	16,782,497	17,132,023

Number of Participants/Hours Receiving Services

9/30/2025

[illegible]

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

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 	7085 494 97% 1 0% 2 - 189	5952 499 98% 1 0% 9 198 189	A A A T T T A	1984 91% 100% 8% 0% 26% 92% 92%
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: <ul style="list-style-type: none"> 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 	50% 1 - 16 57	75% 4 18 15 61	A T T A A	83% 5% 18% 38% 76%
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 	1530 3 - 69	1576 11 78 71	A T T A	105% 44% 81% 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 	1851	1732	A	102%
		0	1	T	17%
		-	21	T	78%
		21	21	A	84%
		86%	85%	A	100%
		100%	33%	A	33%
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. 	15,089	15,337	A	96%
		5	13	T	43%
		-	190	T	83%
		185	184	A	94%
		73%	72%	A	85%
		0%	0%	A	0%
		31	31	A	89%
		590	637	A	80%
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 	12,343	12,216	A	94%
		2	5	T	25%
		-	131	T	85%
		127	127	A	88%
		71%	64%	A	75%
		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 	9619	9304	A	103%
		0	1	T	5%
		-	115	T	87%
		114	114	A	97%
		60%	73%	A	86%
		100%	100%	A	100%
Training/Transp ortation - 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%
		97%	95%	A	100%
		100%	100%	A	100%
		100%	83%	A	83%
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%
		63	66	A	66%
		0	0	T	0%

ProAct Communications Board Report

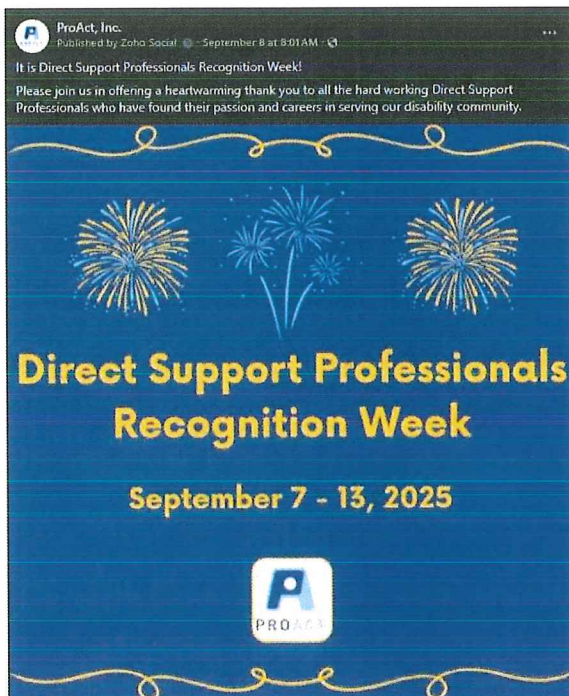
OCTOBER 2025

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 content received the third highest engagement with over 700 impressions.

