

Youth Service Bureau of Illinois Valley, Inc.

Board of Directors Meeting

January 15, 2015

The January 15th meeting of the Youth Service Bureau of Illinois Valley's board of directors was called to order at 5:00p.m. by Chris Faber. The meeting was held at the Ottawa office.

Members present: Chris Faber, Jim Brusatte, Ellen Anderson, Sean Niklas, Doug Patterson, Barb Rutkowski, Peter Corgiat, Jim Bagley, Kerry Bryson, Rev. Rickey Bates, Matt Shinnick, Marty Riconni

Board Members present by phone: Rob Riffner, Robert King

Staff Present: Frank Vonch, Dave Conrad, Joyce Garbs, Susan Dietrich, Via phone: Peter Woodbine

AGENDA: A motion was made by Doug Patterson to adopt the agenda for the meeting, seconded by Jim Brusatte. The motion carried.

PREVIOUS MINUTES: The minutes of the November meeting were presented. The minutes were amended to read that Bob Riffner was in attendance at the meeting via phone. It was moved by Ellen Anderson and seconded by Rev. Bates to approve the amended minutes. The motion passed.

COMMUNITY LIAISON: Frank Vonch introduced the new Community Liaison, Susan Dietrich. Susan will be working in the northern region doing marketing and development. She has 6-7 years of not-for-profit experience and 13 years of for profit experience. She will report to Frank. A marketing plan will be developed in writing that lists goals for the Marketing/Development team. There was discussion and clarification about the structure of the Marketing/Development Department.

PERSONNEL: Joyce reported that the agency will be enforcing their vacation policy. Employees must use vacation or lose it. They are allowed to carry over one week of vacation each year. We have 14 people losing vacation time. A memo will be going out on January 16th letting people know that their vacation balance is being adjusted. Vacation accrument sheets will be given to each employee before the end of the month. In addition, employees receive these sheets each quarter. Employees must put in an extension request if they want to carry over more than one week's worth of vacation time. They must put in the request 30 days before their anniversary month.

TREASURER'S REPORT: The financial reports were mailed yesterday. We are doing well. We have a surplus for the first 6 months vs. the projected \$34,000. This is because revenue and expenses are both down. Part of it is due to employee turnover. Salary increases went into effect January first. Our line of credit is at zero. We are saving expense there. We have good cash flow. We have increased our liability insurance coverage from one million to two million dollars. Doug informed that the Foundation agreed to match the Fairmount grant up to \$20,000 or whatever amount they can afford.

COMMITTEE REPORTS:

- **Building & Grounds Committee:** *Ellen did not have anything new to report. Dave put together a packet that shows the building next door in "as is" condition. The packet also contains a floor plan, architect costs and a mock-up of what we can get by with. Moving forward we will be using the grant to pay back the loan. The building is 5,000 square feet. It is projected that we utilize half of that. Costs to rehab the building are estimated at \$80/square foot. We hope to get some materials and labor donated to cut costs. The goal is that the building be remodeled without using any money from the operating costs line item of the budget.*
- **Board Development Committee:** Jim Brusatte passed out a sheet listing everyone's current terms of service. A board member can serve two three years terms and then must take a year

off before serving again. Barb has served two terms and is ready to go off the board. We need to thank her for her service. Peter has finished his first term. Jim Brusatte nominated Peter for a second term. Rev. Bates seconded the motion. The motion passed. The nomination of officers was discussed and Kerry Bryson moved, seconded by Barb Rutkowski, that the board accept the following slate of officers: President: Jim Brusatte; Vice-President: Rev. Ricky Bates; Treasurer: Doug Patterson and Secretary: Sean Niklas. The motion passed. New board members introduced themselves and gave a brief resume. Matt Shinnick lives in Ottawa and works at Fairmount Santrol. He helped set up free CPR training for staff. He is married with two children. Marty Ricconi who is retired and lives in Streator. He has a strong education background and was Director of the LaSalle County Special Education Association (L.E.A.S.E.). Robert King lives in Rockford. His wife works in the schools and he has good community connections. He works for the World Finance Group as Marketing Director. Formerly he worked in the banking community for 27 years.

- **DEVELOPMENT REPORT:** An addition was made to the packet of recent photo opportunities that have come up. Jim Brusatte moved, seconded by Peter Corgiat to accept the development report. The motion passed.

QUALITY ASSURANCE/RISK MANAGEMENT: Peter reviewed the fiduciary responsibilities of the board members. They must understand the finances of the agency and be able to read and understand the financial statements. They need to make sure that the financial plan is consistent with the strategic plan. They must approve the budget and compare actual figures with projected ones. They must make sure that all paperwork is filed with the state or federal agencies. We are trying to get a jump on the accreditation process. There will be a report at the March meeting that reviews agency risks. We are up for accreditation again in Sept/Oct of 2016. The Council on Accreditation (COA) works with the military, hospitals, non-for-profits, and mental health organizations and provides a standard of operating procedures for the people they accredit. All Child Welfare agencies are required by Illinois law to be accredited. Peter reviewed the UIR report and answered questions that board members had.

EXECUTIVE DIRECTOR'S REPORT: Doug Patterson motioned, seconded by Kerry Bryson that we accept the Executive Director's report. The motion carried. We will be doing a strategic plan this summer. Rev. Bates also suggested that a board retreat would be beneficial.

401K/MISCELLANEOUS: Frank Vonch reported that seven companies submitted proposal . We are sending the proposals to an independent person to narrow the field. Finalists will be asked to make a presentation. If you would like to sit in on the presentations, please notify Bob Riffner. Frank said that we will have to wait to see what decisions the new governor makes and how they will impact our budget. We had a fiscal audit by DCFS. They had 4 corrections they wanted us to make. 1) We need to change our allocations format. 2) All salaried employees must fill out a time sheet. 3) We must document our vehicle usage more thoroughly. 4) We need to do an equipment inventory.

Ellen Anderson reported that we are required to have three board members on any fund development committee and the Blue Tie event is coming up. She is on the committee, but the other two board members have rolled off the board. Jim Brusatte and Matt Shinnick volunteered to be on the Blue Tie committee.

Robert King asked who represents the agency to the media. Frank replied that he did. We do not have a media person on staff.

Kerry Bryson moved, seconded by Rev. Bates to adjourn. The meeting adjourned at 6:53 p.m.

Next Board Meeting: March 19th, at the Rockford office at 5:00pm.

Respectfully submitted, Jill Orr staff recording Secretary