

Youth Service Bureau of Illinois Valley, Inc.

Board of Directors Meeting

March 19, 2015

The March 19th meeting of the Youth Service Bureau of Illinois Valley's board of directors was called to order at 5:00p.m. by Jim Brusatte. The meeting was held at the Rockford office.

Members present: Jim Brusatte, Matt Shinnick

Board Members present by phone: Rob Riffner, Chris Faber, Ellen Anderson, Kerry Bryson, Jim Bagley

Board Members not present: Doug Patterson, Marty Ricconi, Peter Corgiat, Robert King

Staff Present: Frank Vonch, Dave Conrad, Nan Butler, Peter Woodbine

AGENDA: A motion was made by Kerry Bryson to adopt the agenda for the meeting, seconded by Matt Shinnick. The motion carried.

PREVIOUS MINUTES: It was moved by Jim Bagley and seconded by Jim Brusatte to approve the minutes. The motion passed.

DEVELOPMENT/MARKETING/BLUE TIE REPORT: Jim Brusatte explained that all board members are being asked to donate \$50 to purchase a silent auction item. They are also asked to sell 4 tickets for the ring raffle. Tickets are \$30 each or 4 for \$100. Nan reported that Fund Development has raised \$57,603 so far this year. According to Dave Conrad, the figure is actually \$10,000 higher. This is due to the golf outing that was originally scheduled in June 2014 (old fiscal year) being moved to September 2015 (new fiscal year). Blue Tie is April 25th. It starts at 6 pm—great food stations and auction items. April is Prevent Child Abuse month and we will be running our Blue Ribbon campaign this month. Local mayors are signing declarations and supporting the effort. Baskets of blue ribbons will be placed throughout the community along with a donation can to raise funds and awareness to stop child abuse.

TREASURER'S REPORT: Dave Conrad reported that revenue is down--\$140,000, but so are expenses--\$473,000. We have a surplus. We had only projected a \$46,000 surplus at this point. Labor costs have been down, but we will be filling some positions soon. Foster care consulting is below budget, so is mileage. A minor adjustment of \$8,000 was made to last year's budget. The Redeploy program has negotiated a lower contract that began March first for next year. We do more intensive therapy with the kids and will be serving fewer kids. We will save about \$20,000 on this contract in the next year. Mileage reimbursement was raised from 42 cents to 46 cents effective March first. This may need to be revised, once the governor's budget is passed and goes into effect.

401(K) PLAN STATUS: 7 or 8 vendors submitted proposals which were reviewed by an independent party. 6 of the vendors have been invited to meet with the finance committee to review their plans. Board members are welcome to participate. 3 meetings will take place on Tues., April 7th and 3 meetings will take place on Thurs., April 9th. Meetings will start at 5:30 pm and end by 7 pm. The Board will be informed of the agency's final decision.

COMMITTEE REPORTS:

- **Building & Grounds Committee:** Ellen reported that the committee met with the architect on February 18th at 4:30 pm in Ottawa. They reviewed the remodeling of the corporate building and its expansion. The original plan was to redo the infrastructure in the new building and rehab the old building. The new plan is to build seven offices and one board room in the new building. Washrooms will not be necessary as they are accessible in the old building. They discussed possible contractors and took a tour and saw the floor tile donated by Kohl's. The goal is to begin construction in December 2015 and/or January 2016. This is a time when the trades are slow and we are hoping to get some of the labor donated. We will need to purchase the necessary permits before beginning construction. We

received a new estimate from the architect. Once the committee has reviewed it, it will be discussed at the next board meeting.

- **Board Development Committee:** Jim Brusatte reported that the Board has done well by recruiting new members recently, but we still need to add at least three people, preferably from the northern region. Frank explained that there is a company in Rockford, Thermo Scientific Fisher, that we are developing a partnership with. They may be a source for a possible Board member and/or funding. We are presenting our Parenting program to their employees tomorrow. They are interested in doing a supply drive for us and making a \$250 donation to either the Blue Tie or the golf outing. If you know good people who would be interested, we are interested in talking with them.
- **Personnel Report:** This will be covered in Executive Session at the end of the meeting.

EXECUTIVE DIRECTOR'S REPORT: There were no questions or comments regarding Frank's report.

NEW BUSINESS: The Governor's office will be cutting nonessential services, but those have not been defined yet. Frank reviewed the impact the Governor's proposed budget will have on our programs. He is proposing the following changes: Community Services (local and statewide) will be eliminated; Foster Kids age 18 or older will be eliminated from receiving services; 55% of the funding for the homeless (local and statewide) will be eliminated. The Hispanic Services program would be affected. We are not sure of the exact percentage or the details of the cuts. Youth services in LaSalle, Ladd and Marseilles counties would be eliminated. Frank is scheduling meetings with various state representatives to share our concerns and to emphasize that our programs do make a difference. DCFS has appointed a new director, Director Shelton, who appears knowledgeable and passionate about serving youth at risk and child welfare. We are connected to several lobbyist groups who will work to educate the politicians about the impact of their decisions. We get weekly reports that let us know what might impact our programs.

MISCELLANEOUS: Jim Brusatte moved, seconded by Kerry Bryson to accept all the Treasurer's report, the Buildings and Ground report, the Executive Director's report and the Board Development report as submitted. The motion passed.

REDEPLOY EXPANSION: We are currently doing the Redeploy Program in LaSalle, Bureau and Grundy counties. The program saves the state money. If funding is available, we were approached by two of the judges to expand it to other counties—possibly Kendall, Will, Livingston and Putnam. We are scheduling a meeting with someone from Will County to explore possibilities if funding becomes available. This is a wonderful program and the board is excited about possible expansion.

FEDERAL STREET OUTREACH GRANT RENEWAL: This is up for federal renewal. We are trying to schedule a meeting with a state representative. All grants last year were not renewed—not even those scoring 100%.

CHILD DEVELOPMENT CENTER: We were pushed to the next highest level for certification of the program and received a \$4,500 bonus.

COMMITTEE ASSIGNMENTS: The board was asked to review their committee assignments. They are welcome to make changes. Please contact Jill if you need to be added or removed from a committee and she will make necessary changes.

QUALITY ASSURANCE: The Council on Accreditation (COA) will be reviewing us in October 2016. The Board is responsible to review the Risk Management Policy every year. Our Standing Operating Policies (SOP) does not have a Risk Management Policy in place. Peter has developed a Risk Management Policy for the agency and has given it to Frank to review. Board members will receive a copy once it is finalized to review it. An internal committee is being set up to coordinate all COA activities/procedures. The committee will consist of the Executive Director, the Chief Financial Officer, Human Resources and key personnel. The board should have representation on the committee. Peter sent the board a list of our deficiencies from the last COA review.

Our current SOP is 98 pages long and is being reviewed. Our goal is to re-format it and reduce the size. The board will also need to review it when the changes are complete. Peter shared an internet resource called boardsource.com that he encouraged the board to review.

Jim Bagley moved, seconded by Kerry Bryson to adjourn to Executive session. The meeting adjourned at 6:09 p.m.

Next Board Meeting: May 21st, at the Ottawa office at 5:00pm. The Finance committee meets at 4:30 p.m. prior to the regular Board meeting.

Respectfully submitted, Jill Orr staff recording Secretary