

Youth Service Bureau of Illinois Valley, Inc.

Board of Directors Meeting

July 16, 2015

The July 16th meeting of the Youth Service Bureau of Illinois Valley's board of directors was called to order at 5:00 p.m. by Jim Brusatte. The meeting was held at the Ottawa office.

Members present: Jim Brusatte, Matt Shinnick, Doug Patterson, Kerry Bryson, Ellen Anderson, Marty Ricconi, Peter Corgiat

Board Members present by phone: Rob Riffner, Sean Niklas, Robert King, Rev. Bates

Board Members not present: Jim Bagley, Chris Faber

Staff Present: Frank Vonch, Dave Conrad, Peter Woodbine

Foundation Member present: Jeff DeMoss

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

PREVIOUS MINUTES: It was moved by Doug Patterson and seconded by Marty Ricconi to approve the minutes from the May meeting. The motion passed.

TREASURER'S REPORT: Doug Patterson reported that the fiscal year ended June 30th. The preliminary figures are that we had 9.3 million in revenue. Revenue was down about \$100,000, but expenses were down nearly \$400,000. \$118,361 was placed in the employee's retirement plans. The line of credit was approved and renewed. Mileage reimbursement has been reduced from .55 to .46 as of July first. Doug Patterson moved to accept the Treasurer's Report, seconded by Peter Corgiat. The motion carried. There are contingency plans in place for the next few months depending on what happens with the state budget. Our proposed budget for FY16 is 10.2 million in revenue and 9.7 million in expenses. An amended budget will be presented once the state budget is finalized. The budget includes a 3% pay increase for staff. State numbers are unsure, but DCFS will continue to pay because the contracts benefit wards of the state. Community Service and Hispanic Service programs will continue to operate out of surplus. It is hoped these programs will be reinstated. Dave Conrad explained the difference between regular foster care and specialized foster care. Regular foster care pays between \$600-700/month to the agency and \$400 to the foster parents. Specialized care is for foster children with special medical or emotional needs. The agency receives \$2,000 per child, the foster parents receive \$1,200. There are some special fees involved with these cases. Marty Ricconi moved, seconded by Matt Shinnick to accept the new budget. The motion carried.

COMMITTEE REPORTS:

- **Building & Grounds Committee:** Ellen asked Dave Conrad and Frank to report because they met with Dan Aussem. Dave and Frank reported that they toured the building next door with Dan Aussem to see how the trades can help with remodeling the building. Dan will talk to the trades and apprentice groups about helping during the winter months. They may be able to help with the flooring and installing dry wall. Dan will check with other businesses who could use the excess tile we have and trading it for heating/duct work installation. They also looked at the front of the building. There are grants available, but since we do not pay real estate taxes, the chances are not good that we would be eligible for the grant. The front of the building needs to be done to save money on heating costs. We need to get an inventory of all the in-kind products we have so we can estimate saved costs and projected costs. The committee hopes to meet again in August to prepare a recommendation for the September board meeting.

Peter noted that all committees need to report at each meeting for COA purposes during the next year. Judge Brusatte will make sure that it is on the next agenda.

EXECUTIVE DIRECTOR'S REPORT: There was some discussion and clarification about the Unusual Incident Reports. Doug Patterson moved, seconded by Ellen Anderson to approve the report. The motion carried.

FOUNDATION BOARD: Jeff DeMoss reported for the Foundation Board. They discussed the state budget, the Blue Tie Event and the Building and Trades golf outing coming up August 7th. He is recruiting some golfers from Caterpillar. There will be an effort in the future to connect both boards and increase communication between them. The Foundation Board only meets once a quarter. Foundation Board has \$165,000 in their account. There will be an open invitation between the boards for anyone who wants to come and speak.

DEVELOPMENT & MARKETING: Peter Corgiat moved, seconded by Kerry Bryson to approve the report. The motion carried.

OLD BUSINESS: Frank reviewed the accomplishments of the first 45 days of the specialized foster care program. A meet and greet was held for the new foster parents. Ten people and board member Pastor Bates attended. Three cases had missing children. Those children have been located. All the caseworkers have met their foster parents and kids. Staff met the benchmark criteria of monthly contact with the children. New training requirements are being written for the foster parents. New TCI training (crisis intervention training) will be held for new staff and foster parents. Peter conducts the training and focuses on how to de-escalate situations and behavior modification with foster kids. There will be one training on September 12th and three in November.

AGENCY PICNIC: The event was organized by staff and focused on team building. It was well received by staff.

NEW BUSINESS: There is not much activity in Springfield.

STRATEGIC PLAN: There will be a mandatory Strategic Planning meeting for the staff and board on Friday, October 30th at Grand Bear Lodge in Utica. A committee is being formed from staff members. The Planning will cover staff benefits, committees, and long range goals for a four year plan. The board will have the final say on the implementation of the Strategic Plan. We need someone from outside to chair/coordinate the event.

QUALITY ASSURANCE: We are working at condensing our Standard Operating Policies. We would like to reduce the size by half and have it separate from the personnel policies. We need to make sure our processes are insuring service delivery to our clients. The Standard Operating Policies will be coming to the board shortly for approval. We have looked at other not-for-profits to see how we compare and to see what policies they have in place. We are also developing a Crisis Management Plan so that if something happens to the Executive Director or in case of a disaster, the agency can continue to move forward. It will outline the process and procedures we will need to follow in an emergency situation. Frank will forward a copy of the Strategic Plan template for the board to examine to see what the process involves.

MISCELLANEOUS: Bob Riffner worked with a good friend who established a foundation that took real estate donations. People donated real estate to a not-for-profit to receive a tax write off. His friend passed away and some of the realtors who have recruited the real estate donators are not sure they want to work with the people who are taking over the foundation. Is YSB interested in partnering with them? The board responded that they were interested and Bob will put together a presentation for the realtors. He will report back at the September meeting.

Ellen Anderson moved, seconded by Peter Corgiat to adjourn at 6:05 p.m.

Next Board Meeting: September 17th at the **Ottawa** office at 5:00pm.

Respectfully submitted, Jill Orr staff recording Secretary