

**Youth Service Bureau of Illinois Valley, Inc.**

**Board of Directors Meeting**

**September 17, 2015**

The September 17<sup>th</sup> 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, Doug Patterson, Kerry Bryson, Ellen Anderson, Marty Ricconi, Chris Faber, Sean Niklas

**Board Members present by phone:** Robert King, Jim Bagley, Bob Riffner, Rev. Bates

**Board Members not present:** Matt Shinnick, Peter Corgiat

**Staff Present:** Frank Vonch, Dave Conrad, Peter Woodbine

**Foundation Member present:** Kathleen Deluciano

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

**PREVIOUS MINUTES:** It was moved by Ellen Anderson and seconded by Kerry Bryson to approve the minutes from the July meeting. The motion passed.

**TREASURER'S REPORT:** Doug Patterson reported that despite the fact that there is no state budget, we are on track through August 31<sup>st</sup>. Revenue is down by \$78,000, but our expenses are down even more. We currently have a surplus of \$39,528. The Hispanic Services and Community Services program are not yet funded due to the state budget. Child Welfare is keeping us afloat. We have included labor costs for these programs in our budget, but have not included revenue. Frank commented that there is lots of advocacy for child care in Springfield. Dave Conrad explained we are under budget because the extra services that we anticipated for the specialized foster kids haven't materialized. Our program consultants are also down. We have renewed two Certificates of Deposit. We have 35 shares of stock in First National Bank of Ottawa that was donated years ago. We received a letter that the bank wanted to buy them back, but the Finance committee decided to keep them.

**COMMITTEE REPORTS:**

- **Building & Grounds Committee:** Ellen reported that the committee met on September 10<sup>th</sup>. They would like to move forward with the property next door. We would not be using any operating funds to do so. The space will be converted into 7 offices with two desks, plus a conference room. The work will be done incrementally--when we can afford it. The revised estimate from the architect is \$245,000. We could move some of our programs into the space and save on rent that we are currently paying. We have \$40,000 in seed money and are exploring other ways to raise funds. Name rooms? Sell bricks? A sub-committee will be needed to oversee this. The committee wants everything firm by the end of October, so that we can utilize the winter months when the buildings and trades are not busy. The committee wants approval to make improvements to the front portion of the building so they can start developing a schedule for doing the work. The following resolution was voted on:

RESOLUTIONS OF THE BOARD OF DIRECTORS OF  
Youth Service Bureau of Illinois Valley, Inc.

The undersigned, being the President of the Board of Directors of Youth Service Bureau of Illinois Valley, Inc. "YSB", an Illinois not for profit corporation (the "Corporation"), by this instrument hereby certifies that the following resolutions were adopted by the Board of Directors at the Corporation's September 17, 2015 meeting.

BE IT RESOLVED AS FOLLOWS:

1. That the Corporation has acquired and make plans to make leasehold improvements to certain real estate located in LaSalle County, Illinois and more particularly described as 406 W. Madison Street, Ottawa, IL 61350 (the "Property"). The estimated renovation amount of \$245,000 will transform the front portion of the building into office space.
2. That the Executive Director of the Corporation, Frank Vonch, or his designee, shall be, and is, authorized and directed to contract with the architect, to secure plans and drawing and obtain necessary building permits related to the renovation and improvements. Further, that the Executive Director shall contact and contract a general contractor who will perform the renovation based on the architects plans. All of the foregoing documents shall contain the terms and conditions and be in such form as the Executive Director shall determine, his execution thereof being conclusive evidence of the suitability and propriety thereof.
3. That all acts and deeds heretofore done by the Executive Director or any officer or officers of the Corporation for and on behalf of the Corporation in entering into, executing or delivering any documents, instruments or agreements accruing out the terms and intent of the foregoing resolutions are hereby ratified, approved and confirmed in all respects.
4. That this Consent may be executed in counterparts, each of which shall be deemed an original and all of which, taken together, shall be deemed one and the same document.

Signed and dated on 9/17/15 by President, James Brusatte

Rev. Bates moved, seconded by Chris Faber to change the wording from the Executive Director to the Executive Director or his designee. The motion passed. Jim Bagley moved, seconded by Robert King to accept the resolution. We need more room in the LaSalle office and are talking to the landlord about increasing our space.

- **Board Development:** Judge Brusatte nominated two candidates. The first was John Armstrong, recommended by Matt Shinnick. He works at First National Bank as a loan officer and is from the Ottawa area. The second candidate is Joan Boldan who lives in Aurora and is in copier sales. Both candidates participated in the golf outing. In addition Joan got two foursomes, a printer donated, plus three raffle prizes. Frank will contact them. Their membership will be effective November 1, 2015 and orientation will take place sometime in October. Chris Faber was thanked for his service on the board. Doug Patterson moved to approve the nominations, seconded by Kerry Bryson. The motion carried. There were no reports from the Personnel committee or on the recent audit.

**EXECUTIVE DIRECTOR'S REPORT:** There were no questions about the report.

**DEVELOPMENT & MARKETING:** The Director of Development is gone and the Northern Region position is vacant. Frank will be meeting with staff next week to get their input about the position. We are in the United Way blackout period. We need to review our donor list, get out the Christmas donation letter and work on the annual report. The two golf outings went well. The UAW has added us to their golf outing on October 3<sup>rd</sup>. Frank will attend.

**OLD BUSINESS:** Frank reported that we are in limbo on some things until the state budget is passed. The main priority is to keep all staff employed in the programs that are affected by the state budget.

**MUTUAL OF AMERICA:** The following resolution was voted on to accept them as our new 401K provider.

Board of Directors Corporate Resolution of:

We, being the directors of Youth Service Bureau of Illinois Valley, consent and agree that the following corporate resolution was made on September 17, 2015 at the 5 p.m. Board meeting at the Ottawa, IL office.

We do hereby consent to the recommendation of the Executive Director and trustees that Mutual of America assume all appropriate responsibilities for the administration and implementation as the provider of Youth Service Bureau's 401(k) plan.

Therefore, it is resolved that the transfer of YSB's 401(k) Plan to Mutual will be completed. The officers of this corporation are authorized to perform the acts to carry out this corporate resolution.

The Secretary of the Corporation, certifies that the above is a true and correct copy of the resolution that was duly adopted at a meeting of the dated meeting of the Board of Directors.

Signed and dated on September 17, 2015 by President James Brusatte.

They will administer and implement our 401K plan. Kerry Bryson moved to accept the resolution, seconded by Pastor Bates. The motion carried.

**NEW BUSINESS:** Plans for the foster care Christmas parties are in the works. Red Stocking has approached us about using space in our building to run their program. They will help provide gifts for the kids in the Ottawa area.

**STRATEGIC PLAN:** The Strategic Planning meeting for the staff and board will be Friday, October 30<sup>th</sup> at Grand Bear Lodge in Utica. An email asking for long term/short term goals was sent to all staff and board members. A staff committee is putting together the morning session. The theme is one agency, one vision. A survey is also going out to the staff on the CQI process. Sherri Nestmann will be doing a presentation. We are not interested in collecting numbers. We want to be able to interpret the data that we get and use it to make changes. The afternoon will be the Strategic Planning part and the board is invited.

**REPORTS:** The Annual Risk Management Report was passed out as the meeting. Our fiscal department, quality assurance, human resources and programs were all involved in its development. It lays out all the risks associated with the agency. It helps prioritize the areas we need to pursue. The Standard Operating Procedures (SOP) are being worked on. When they are done, they will go to the Personnel committee for review.

**QUALITY ASSURANCE:** Our agency gets accredited every four years. A preliminary meeting was held with the COA board. We have set up a working plan to accomplish everything that needs to be done in the next year. We had a partial accreditation last time (referred to as a Focus). This accreditation will be a full one, looking at many things that weren't looked at last time. Our self-study is due in April. The committee will arrive August 30, 2016.

**MISCELLANEOUS:** Kathleen Diluciano was present as the board liaison from the Foundation board. She is also a foster parent. She is looking forward to the boards working together as a team. She is very concerned that there is no marketing director. Her goal is to increase our funds and our fun.

Kerry Bryson moved, seconded by Ellen Anderson to adjourn at 6:15 p.m.

**Next Board Meeting:** November 19th at the **Ottawa** office at 5:00pm.

Respectfully submitted, Jill Orr staff recording Secretary