

# Board Meeting Minutes

March 24, 2016

Room B – Ottawa Office

Present: Doug Patterson, Matt Shinnick, Marty Ricconi, John Armstrong, Jim Brusatte, Peter Corgiat

Present (Phone): Bob Riffner, Robert King, Rev. Rickey Bates

Present (Staff): Joyce Garbs, Frank Vonch, Dave Conrad, John Zavada

Absent: Joan Boldan, Jim Bagley, Sean Niklas

## **Jim Brusatte called the meeting to order.**

Adopt Agenda – Motioned by Doug Patterson, 2<sup>nd</sup> by John Armstrong, All adopted.

January Minutes – Motioned by Matt Shinnick, 2<sup>nd</sup> by Robert King, All adopted.

Frank explained that we are trying to get the minutes from each meeting out within one week of the meeting. This makes things more current for those missing the meeting.

## **Treasurer's Report – Doug Patterson**

Financial report shows that the trends are continuing as they have been. We have \$6.5 million dollar revenue, and \$6.78 million budget revenue.

Our expenses dropped during this quarter. We are currently sitting at a \$53,000 surplus. This is below what we are normally at for this time of year.

We are waiting for the state to pass a budget. Our line of credit is still not being used and expenses are being kept to a minimum. However, Frank pointed out the Child Welfare surplus is the reason the agency is functioning.

*Treasurer's Report – Motioned for approval by Peter Corgiat, 2<sup>nd</sup> by Robert King, All adopted.*

A question arose as to whether our funding agreements with the United Way are the same or have changed. Dave Conrad explained that the agreements that we have with the United Way involving logo usage, etc.

*Motioned to approve – John Armstrong, 2<sup>nd</sup> by Robert King, All approved.*

## **Building and Grounds Report – Jim Bagley (absent), Frank Vonch took over.**

The architect, Mike Alstadt, is busy with the plans. Dave met with him to finalize the revised building plans, h should have them to us within 10 days.

Permits and contractors are next.

Valor Technologies – They were contracted for the Asbestos removal, which has all been taken care of March 14<sup>th</sup> & 15<sup>th</sup>.

We will keep updating Ellen Anderson from Fairmount, since she is responsible for the \$20,000 grants for each of the three years as well as an in-kind list.

Intact will be leasing space in Woodstock, with YSB officially taking the program over on April 1<sup>st</sup>.

We have had a fire inspector check on all of the buildings, and all of them have met all of the requirements except for a few minor changes that need to be made.

The architect will make sure that the new building will be up to code.

Rev. Bates questioned how much we have in in-kind donations? Frank explained that we have more tiles for the flooring than we'll be able to use, doors, etc. Ellen Anderson will inventory this.

Will the doors meet the fire requirements? Yes.

Have we reached out to the trades for labor? Dan Aussem has been contacted and he will look into what can be done. Nothing has surfaced.

#### **Board Development – Jim Brusatte**

Request was made to accept Steve Bouslog from Princeton onto the Board – He has sent in an application. He had been the President of the Foundation Board for 6 years. He was the VP at Heartland Bank and is a broker with KBL Financial Advisors now. He is excited to rejoin the YSB board!

Jim Brusatte placed him up for nomination and he would begin with the May meeting.

*Motion made to accept Steve Bouslog onto the board – Doug Patterson, 2<sup>nd</sup> by Peter Corgiat, All approved.*

Jim Brusatte's challenge to everyone on the board is to come to the next meeting with at least one name of someone who is board material, especially more women, as the board currently consists of mostly men.

#### **Personnel – Matt Shinnick**

Matt and Joyce Garbs had a meeting in February, Joyce gave numbers for our affirmative action compliancy.

Staff benefits – A Roth has been offered, updates have been made to Flex spending, and there has been an addition to the retirement policy.

Changes have been made to the staff policy that staff convicted or charged with any type of policy violation MUST report to HR as soon as possible.

Vacation Days – Anybody who works here now will be grandfathered into the new policy with what they currently have. New employees will now currently cap out 20 total vacation days, 12 holidays, 40 sick days, and 2 personal days. With that, we are in line with what is typical of other agencies.

No short term disability currently.

Rev. Bates asked if we are reducing the vacation time to keep our finances sound? His suggestion was that we become a premier agency to entice great employees with a great benefits package, and build on the skills of the people that we already have to retain staff. We should be the leader of the pack rather than squeeze money for short term relief.

Frank explained that we would not rule those out in the long term, and that our biggest goal is to increase staff salaries, which would not affect the agency negatively. The general mood is that people would rather be paid more than to receive more vacation time, which some don't take all of anyway. Frank added that staff is our most valuable resource, and this recommendation will be fiscally responsible and not be something that would hinder our recruitment of premier staff.

Matt mentioned that some staff inquired about selling vacation time back, which we used to do, but currently don't. It was alluded that it is not something that we would do.

Personnel staff reviewed UIR reports, Offsite Facility, Client Rights, etc. All have been updated for re-accreditation. Amendments have been made to each of the policies. It was noted to make sure that we destroy all of the old documents.

*UIR Report – Motion to adopt by Robert King, 2<sup>nd</sup> by Marty Ricconi, Approved by all.*

*Vacation Policy – Motion to adopt by Marty Ricconi, 2<sup>nd</sup> by Peter Corgiat, Approved by all.*

*Offsite Facilities Policy – Motion to adopt by John Armstrong, 2<sup>nd</sup> by Marty Ricconi, Approved by all.*

*Client Rights – Motion to adopt by Doug Patterson, 2<sup>nd</sup> by Peter Corgiat, Approved by all.*

*Personnel Policy – Motion to adopt by Marty Ricconi, 2<sup>nd</sup> by Doug Patterson, Approved by all.*

Effective date for all updated policies is April 1<sup>st</sup>.

Joyce mentioned that all of the policies must be reviewed by a lawyer. It was discussed whether Bob Riffner could look at it even though he is on the board, and he can. The policy will be sent to Bob for review.

#### **Audit Committee – Bob Riffner**

The committee consists of Bob, Jim Brusatte, and John Armstrong. No staff members can be on the audit committee because it must be reviewed from outside influences.

Bob sent out audit report. The quote he received was reasonable for the proposal. We will re-engage auditors.

*Motion made to approve Audit Committee members – Matt Shinnick, 2<sup>nd</sup> by Doug Patterson, All approved.*

*Motion made to use Sikich Auditors – Doug Patterson, 2<sup>nd</sup> by Bob Riffner, All approved.*

#### **Executive Session:**

The board members present entered into Executive Session at 5:50 PM, at which time all staff were excused from the meeting. Personnel issues were discussed, including the Executive Director's performance review.

*Motion made to exit Executive Session at 6:10 PM – Matt Shinnick, 2<sup>nd</sup> by Marty Ricconi, Approved by all.*

#### **Jim Brusatte left the meeting, and leadership went to Rev. Rickey Bates**

#### **Executive Director's Report – Frank Vonch**

Frank explained for the sake of time that he had sent it out to everyone and he wouldn't go into further detail unless there were any questions. Doug Patterson asked regarding mention of outside audit in Frank's report. Frank explained that this group reviews Agency's expenses to make recommendations on possible savings to Agency. It is not similar to our auditors – Sikich.

*Motion made to approve the Director's Report – John Armstrong, 2<sup>nd</sup> by Matt Shinnick, All approved.*

#### **Development/Marketing – Sue Trost**

Sue explained the 40<sup>th</sup> Anniversary event and how it is coming along. Sue handed out a printed report explaining the current state of the Blue Ribbon Campaign, the press campaign, the invitations, the tickets and the ring tickets, and sponsorships.

Frank mentioned that the ticket sales to the past couple events have been too low as many of the tickets were given out as a comp or through sponsorships. He would like the number of tickets sold this year to be around 200.

Rev. Bates suggested that we give out comp tickets on a case by case basis, and that the marketing/development committee would decide who gets what. Rev. Bates also encouraged everyone to meet the ticket selling goals.

It was questioned whether the Radio is giving away free ad's. Sue mentioned she felt they were. Frank added that the voluntary staff committee that is working with Sue and John have been tremendous. They have been a great asset.

*Motion was made to approve Marketing/Development report – Doug Patterson, 2<sup>nd</sup> by Peter Corgiat. All approved.*

#### **Old Business – Frank Vonch**

No change in the lack of budget from the State of Illinois.

#### **New Business – Frank Vonch**

Agency Communication Structure – Will discuss this further at the next meeting.

2016 Strategic Plan:

Frank explained that October's meeting with over 120 staff and board, along with survey's to Foster parents, community providers & biological parents were used to develop the 2016 strategic plan. The Admin Team reviewed and it is being presented to the board for approval.

Motion was made for approval by Robert King, 2<sup>nd</sup> by Marty Ricconi.

Intact expansion: The Woodstock expansion will be official on April 1<sup>st</sup>. YSB hired on most of the people who worked for the other agency. The new Woodstock supervisor will report to our current supervisor based out of Ottawa.

Succession Plan: The plan will stay relatively the same. Appointees to the plan must meet the criteria listed within. All members of the Admin team are included in the plan.

*Motion was made to approve the updated Succession Plan – Matt Shinnick, 2<sup>nd</sup> by John Armstrong, All approved.*

Behavior Modification Policy: This policy is required by COA and is currently being put into procedure. Our philosophy is that we do not use physical restraint on anyone. The objectives – prohibited practices, etc.

All staff must be trained on this policy.

Marty Ricconi asked that if a staff member is in danger, is it alright to use self-defense? A disclaimer for self-defense needs to be added to the policy. Staff will understand what their boundaries are.

CQI Improvement Plan: Outlines continuous quality improvement, Goals, How they are measured, etc.

The agency is striving for a quality plan. Currently, staff members meet and make outlines for this plan. Frank discussed the general outline of the Plan.

Rev. Bates asked who evaluates the programs? Frank explained that it's a combination of Quality Improvement with Peter Woodbine & Sherri Nestmann, as well as Staff.

*Motion was made to adopt the plan – Doug Patterson, 2<sup>nd</sup> by Matt Shinnick, All approved.*

Risk Management report: This was started in 2014, it is something that had not been done by this agency prior to that. It is a comprehensive report for areas of risk within the agency. This report will be done annually. Issues included within are liability, insurance, employment, volunteers, etc. The report can give board members ideas on what poses a minimum/medium/maximum risk. (examples: crisis emergency for someone who is suicidal, inclement weather, situations with foster parents)

Additional training:

Frank indicated the report poses minimal risk to the agency and read the 4 recommendations to be addressed.

Rev. Bates stated that this document helps those who are not in the Child Welfare business to understand what people working for the agency have to deal with on a daily basis. The report will be sent out to everyone with the minutes next week.

*Motion made to approve the 2015 Risk Management report Doug Patterson, 2<sup>nd</sup> by Marty Ricconi, Approved by all.*

Frank reminded the board that COA will be e-mailing a survey to them directly that is to be filled out and sent back.

*Motion made to adjourn the meeting made by Peter Corgiat, 2<sup>nd</sup> by Matt Shinnick, Approved by all.*

**Next Meeting: Thursday, May 19, 2016 5:00 p.m. in Ottawa.  
(Finance Meeting begins at 4:30 p.m.)**