

# Board Meeting Minutes

May 19, 2016

Room B – Ottawa Office

Present: Jim Brusatte, Matt Shinnick, John Armstrong, Jim Bagley, Marty Ricconi,  
Rev. Rickey Bates, Steve Bouslog

Present (Staff): Frank Vonch, Dave Conrad

Absent: Joan Boldan, Sean Niklas, Doug Patterson, Peter Corgiat, Robert King, Bob Riffner

Steve Bouslog called in as a new appointment to the Board. Steve explained what he does in Princeton and thanked everyone for his inclusion in the Board. He has been involved with YSB and the Foundation Board as President in the past. He has already also done a wine tasting fund-raising event for YSB last week with Frank attending and Cindy Robinson presenting the Redeploy Program.

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

*Adopt the Agenda - Motioned by John Armstrong, 2<sup>nd</sup> Marty Ricconi, All Passed.*

*Adopt the minutes from last meeting - Motioned by Jim Bagley, 2<sup>nd</sup> Matt Shinnick, All Passed.*

## **Financial Report – John Armstrong**

John summed up the balance sheet, etc. Our cases are down, expenses are down. We are a bit below budget surplus but we are still in the black. Receivables are a bit high. We took on McHenry County Intact program. We hope to see additional revenue come in from that eventually.

- Jim Brusatte asked why our projections are down. Main reason is because cases are down. Towards the end of last Fiscal year, we took on Specialized FC from Rockford. We pay a lot of expenses on specialized cases. Moving some of the kids around, and the expenses that come with that has caused some deduction in our revenue. We are slowly building up more cases and next year's budget should even out more.

We haven't had to use our line of credit which is great. No staff has been let go. Some programs are running at a downsized state, such as Hispanic Services. We are looking at the Mendota Hospital which may have been taking advantage of our program at no cost to them in the past. A contract with them is currently being worked on.

Child Welfare is holding the entire agency afloat. We must look at Treatment, which is down. Medicaid billings are down. This can't continue in the long term, but we can look into this in time. We are hoping for a budget to be passed by the State.

Every year the Foundation Board contributes money. This year's request will be put together soon. Last year they matched the Fairmount grant of \$20,000. This information will be sent out to the board in June.

Steve Bouslog – have we ever had to write the general revenue grants/lack of funding off? This has been discussed with auditors. It's a possibility but we don't know as of yet.

Are we going to be affected by the new Laborer Regulations, specifically the DOL overtime rule? Absolutely. It will have a major effect on non-profits, small businesses. This goes into effect on December 1<sup>st</sup>. Statuses of employees would have to be changed from exempt to non-exempt. Some people may need to be re-classified. This staff would have to accurately track their time. We have contracts that require 24 hour on-call, which is also an issue. The board will be kept fully informed.

*Approval of Financial Report – Motioned Jim Bagley, 2<sup>nd</sup> Marty Ricconi, All passed*

### **Building and Grounds Committee Report**

There had been no meeting as we have been waiting for Liebhart to set us up with a construction proposal. We should be getting that very soon.

Mendota office has been closed and the population is now being served out of La Salle. Woodstock Intact has been taken over by YSB as well. The transition was smooth.

*Motion to approve Building and Grounds Report - Motioned by John Armstrong, 2<sup>nd</sup> Matt Shinnick, All passed.*

### **Board Development Committee**

We need more varied types of people on the board. Jim Brusatte urged everyone to always be on the look out.

Some board members put in more effort than others. Some members have a non-chalant behavior towards the board. It was encouraged to put in more time and be more involved. This board can do better.

Board Development committee will come together and lay out the expectations of what being on this board are. *It will help to be as clear and concise as possible as to what is expected of potential board members.*

Jim Brusatte suggested meeting in more informal situations to strengthen the ties of the board. The goal in getting the people who don't participate much to show up may be solved by making it more accessible to them. Matt Shinnick suggested going to Rockford, or other locations to ease up on travel of those who live there. Video and phone conferencing is also an option, which we already do.

An option would be to have a few board members assigned to specific board issues or projects and report back to the rest of the board on what action is taking place to rectify the problems.

It is understood that sometimes things come up which would prevent a board member from showing up to what is expected, which is alright.

We currently have 13 Board members. We have several members on the Board that other board members have never met, which is the problem. If a member cannot commit to what is expected, then a discussion needs to be arranged with that member.

Matt Shinnick gave the name of Cheri Reynolds from OSF as a board member option. She is employed in the Marketing department. She cannot actively fundraise for other organizations, but she can contribute. She will be contacted by Frank.

*Approval of Board Development – Motioned Matt Shinnick, 2<sup>nd</sup> Jim Bagley, All passed.*

### **Personnel Committee**

Discussed in Executive Board Session.

### **Audit Committee**

Nothing on this currently. Bob Riffner is looking at the personnel policy changes that were approved which an attorney needs to look at. Further discussion will be held.

### **Executive Directors Report**

Nothing to add.

*Executive Directors Report Motion to approve – Jim Brusatte, 2<sup>nd</sup> John Armstrong, All passed.*

## **Marketing/Development Report**

Sue was absent.

Franks expectations for the event was to come close to what has been raised in the past. Total net for this year is about \$38,000. It is about \$2,000 less than last year at this time. Some money has yet to come in.

Excellent job was done on decreasing the food bill, which was \$9,000 last year, and \$6,000 this year. It was less as we gave a more accurate head count to Monte's and The Cheese Shoppe.

Fund-A-Cause was down this year, but not by as much as anticipated. This year was \$3,700, last year was \$5,500. The make-up of the crowd was different this year which could have contributed to the lesser amount on this.

Ticket sales were greatly improved: \$5,700 this year, \$3,000 last year. Sponsors were similar. Live auction items were similar. The Mayor of Ottawa and the LaSalle County State Attorney were there for the first time. Development will look at the make-up of the attendees for future reference.

Blue Ribbon campaign was greatly improved this year. The totals last year were \$1,590, this year was over \$3,000.

Holiday Mailing, Campaign For Kids, and the Annual Report combined should bring in about \$2,000 more than what we received in these campaigns last year.

*Marketing Development report Motion to approve – Matt Shinnick motioned, 2<sup>nd</sup> Marty Ricconi, All passed.*

Frank mentioned that the ICOY lawsuit has been filed. It is being expedited. Social services tend to have better luck in the courts than in the government. Both houses of the government overwhelmingly voted to approve distribution of supplemental funding. It is sitting on the governor's desk and will likely sit there. In addition, Frank said over 20 new agencies are wanting to join the lawsuit.

### **New Business:**

CQI Quarterly Report will be sent out to board members as soon as it has been compiled. This should be out within the next 10 days. Frank encouraged the board to read it. It is a very comprehensive report.

The Strategic Plan has been approved. There will be a coordinator appointed. On a quarterly basis, this person will report back to the board. This will make it a much more active process. This begins July 1<sup>st</sup>. COA is pleased with this.

Intact program in McHenry is at a level 3, they need to be at a level 2. A corrective action plan has been put into place.

Rev. Bates joined in at this time.

*The motion was made to go into Executive Session: Matt Shinnick, 2<sup>nd</sup> Marty Ricconi, All approved.*

*The Executive Session began at 5:45 p.m.*

*Issues discussed related to Personnel matters.*

*Matt Shinnick made the motion, Rev. Bates 2<sup>nd</sup> the motion, All approved.*

*Executive Session ended at 6:08 p.m.*

Frank added, when the regular Board meeting resumed that a company named Zurich was donating 34 children's bikes to the agency. Also, Sherri Nestmann stated that 8 board members had completed the COA Survey. We are hoping for 100%.

Marty Ricconi made a motion to adjourn, John Armstrong 2<sup>nd</sup> that at 6:35 p.m.

**Next Meeting: Thursday, July 21, 2016 5:00 p.m. in Ottawa.**