

Board Meeting Minutes

November 17, 2016

Room B – Ottawa Office

Present: Joan Boldan (phone), Matt Shinnick, Jim Brusatte, John Armstrong, Doug Patterson, Marty Ricconi, Steve Bouslog (phone), Peter Corgiat (phone), Rev. Rickey Bates (phone)

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

Extra: Ray Krause (Auditor)

Absent: Robert King, Jim Bagley

Jim Brusatte called the meeting to order at 5 p.m.

Adopt the Agenda - Motioned by Matt Shinnick, 2nd Doug Patterson, All Passed.

Adopt the minutes from last meeting - Motioned by John Armstrong, 2nd Marty Ricconi, All Passed.

Executive Director's Report – Frank Vonch

Frank mentioned the progress on the building next door. In addition, the budget this year – nothing has changed, just a continuation from last year. We are on the same holding pattern as we were last year.

Approval of the Executive Director's Report – Motioned by Doug Patterson, 2nd by Joan Boldan, All Passed.

The board will be taking a tour of the building next door after the meeting.

Treasurers Report – Doug Patterson

Doug will be leaving the board. This is his last meeting. He has had an enjoyable exciting time.

October financial report was e-mailed out. The revenue in Foster Care is down because case counts are down.

Overall, there is still a net surplus for this year. Our budgeted surplus was for \$16K. Some expenses are allocated out monthly throughout the year, which may weigh heavily later in the year as they happen.

Blue Cross/Blue Shield rates are out. Originally came back with a 7% increase. With negotiation, the increase has gone down to 2% per premium. Because employee costs will be going up, the finance committee has met and is concurring with management's recommendation to increase credit for employees to help them with their health insurance costs. There will be an increase in credit of \$5 per pay for the employee only coverage, and \$10 per pay for the employee plus a spouse. This will be an additional cost to the agency of about \$10K per year. This covers half of the increase, making the employee increase at only about 1%.

Approval of Insurance Premium Package for Employees – Motioned by Marty Ricconi, 2nd by Rev. Rickey Bates, All Passed.

Auditor Ray Krause, who served as engagement partner for Sikich, is present to discuss financial statements, details, etc.

Phone conversation was disconnected for about 10 minutes....Rev. Bates and Joan Boldan dropped off.

Auditor was giving a report which was approved. No other major issues that were missed. Steve Bouslog approved.

Status of the building loan for next door is set to close within the next two weeks.

Building and Grounds Committee Report – Jim Brusatte

A resignation letter was received from Jim Bagley. This is due to personal reasons. Jim has been with YSB for a very long time and well wishes were given towards him.

Board Development – Jim Brusatte

Frank gave an overview on new member, Cherie Reynolds, who works in the Marketing department at OSF. She cannot actively seek out funders, but she can give advice to the development department on new avenues. She has also helped greatly with Easter Seals black and white ball fundraiser. She is very energetic and aware of YSB, our activities, and what we stand for. She will begin her involvement at the January meeting.

Jim Brusatte explained again that the board needs more diversity in gender, race, etc.

Motion made to approve Cherie Reynolds as a member of the Board – Motioned by Matt Shinnick, 2nd by John Armstrong, All Passed.

Jim Brusatte had passed out a form asking for involvement in each sub-committee. The by-laws dictate that this must be accomplished each year. The committees are: Finance, Building & Grounds, Personnel, Board Development, Fund Development, and Audit. There are descriptions of what each committee does in the by-laws. These committees should be more active than they have been in the past.

Please e-mail information back to John, who can have information ready for the January meeting.

The officers of the Board for next year will be elected at the first meeting of the new year. Any member of the Board can run for an officer position. Steve questioned if there is a nominating committee. The Board Development committee serves as a nominating committee. Members can be invited to serve a term as an officer. If someone is interested in an officer's position before the next meeting to please contact Jim Brusatte. Jim will send out a reminder e-mail. The president usually serves 2 years.

Personnel – Matt Shinnick

Personnel is finalizing Frank's evaluation. Matt will send out an e-mail explaining the evaluation. Admin team will do the evaluation, and if there is anybody else as a suggestion who can do this, please make it known. The Board does NOT do the evaluation as they don't see daily activities. Also, we can ask Sue Trost, head of Marketing and Development and Sherri Nestmann of QI to contribute. The Executive Director will be afforded all opportunities to respond to the acknowledged evaluation. The evaluation is for the Board who can determine how to act upon it. If there is anything within the evaluations that the Board would like to talk to Frank about, it can be done. Board members can make comments as well. This evaluation is used to start a conversation with the Board. Matt Shinnick asked if Frank had any peers outside of YSB that he feels comfortable doing an evaluation for the Board? (i.e. a Director of a United Way, or someone that Frank interacts with regularly) Jim Brusatte pointed out that the COA review committee addressed Frank's work up to this point as well, which should be included in the evaluation. Also, the Board can look back at the references that Frank gave when he applied for the job.

Jim Brusatte quoted the COA review: "the CEO appears to be a strong and transparent leader who is well liked by the organization as a whole", "extraordinary program because of gifted leadership and expertise".

The evaluations will be sent out immediately and would like to have them back by December 2nd. They will be sent to Admin Team, Sue Trost and Sherri Nestmann. These responses will be returned to Matt Shinnick, and then presented to the Personnel Committee. Joyce Garbs will send Matt Shinnick all of the e-mail addresses. The Personnel meeting will happen before the next Board meeting.

Marketing/Development – Frank Vonch

Sue Trost has been sick. She will be sending out a short summary of what has been going on. She is currently working on the Star Tree. Frank explained the Star Tree Program to the Board. This is a program in which a person can sponsor a child/family and buy a gift for them for Christmas, or donate money to them directly. Jim Brusatte challenged the Board to sponsor a child or a family.

Old Business – Jim Brusatte

Overtime Rules: This was to go into effect on December 1st. This has been reviewed with an attorney to make sure that everything is being fulfilled. Joyce explained that if you were salaried and making \$23,750 per year, you were exempt, now it is going up to \$47,600. This eliminates all of our direct service staff from being exempt. Beginning December 1st, there will be meetings with these staff to educate and discuss this as well as benefits. Time studies have been done to look at each staff members work load, and to streamline certain areas of their jobs. This will be particularly effective within Foster Care, where there are many hours worked. The specific amount of hours that they should work will be laid out. Staff can adjust their time to when they feel it best to work them, but they must stay within the guideline of being under 40 hours. Overtime can be worked in emergency situations.

Joyce handed out two different updated policies. One of the main concerns that was checked out with the lawyer overlooking this was how the on-call system has and will be handled. It has been recommended that staff receive a flat rate so that they have the availability to when they are on call, if they called into an emergency then they can claim those hours to be within their normal working schedule for the week. Also, the law states that staff has to have a 30-minute break within their first five hours of work time so eating in their car, etc. must stop. They would have the rest of the week to adjust their hours to an emergency crisis. Educating the staff will be the biggest challenge. 37.5 hours is full time status which staff is being asked to work. There is a grace period of up to 40. After that it is overtime. Matt asked how they would keep track of time if they are checking e-mails at home? There is no way to check this, it must be on the honor system. 85% of our staff who were exempt are not going on Non-exempt status with this change.

Motion made to accept these 2 updated policies – Motioned by Steve Bouslog, 2nd by Doug Patterson, All Passed.

On January 1st, there is a new law going into effect called the Employee Sick Leave Act. This says that personal sick leave benefits and time accrued available for an employee to use as a result of absence from work due to personal illness, injury, or medical appointment but DOES NOT include absences from work for which compensation is provided through an employer's plan. The law now says that the agency must allow staff to leave to take family (child, father, brother, sister, brother-in-law, father-in-law, etc.) to their doctor's appointment. Joyce is bringing this up because our policy states that we give sick leave, but that we don't have to pay them for taking someone else to the doctor. With the law changing, we will have to monitor this and make changes as necessary.

A letter was submitted to Rev. Bates and Personnel Board by a staff member. HR will be given a copy so it can be reviewed. This is also an issue that is being addressed directly. It was reiterated that if there is a grievance, it should first start with a direct supervisor, then upward as needed.

The final COA report has been received.

Frank mentioned the Foster Care Christmas Parties that will be going on. Staff Christmas Party will be happening on December 16th.

Frank mentioned thoughts on the Foundation. They will be sending out information to the Board on the purpose of the Foundation. They will be presenting a rationale on the purpose of the Foundation up to this point which can be

discussed at the January Board meeting. The Development/Marketing Program will continue, but this will open the agency up to avenues that haven't been pursued in the past (i.e. Memorial gifts, Grants). This will help with streamlining communication. Frank is a firm believer that the Board of Directors are responsible for fundraising. This is a process that board can begin to talk about. Frank feels that Development can maintain what we've brought in in the past, but look for other avenues to achieve these goals.

Joyce added that the son of a Foster Care worker had an asthma attack which has left him unresponsive. Despite all of this, the staff member has continued to work. She is out of vacation time. If staff would like to donate vacation time, then that option has been put out there to excellent results. In the future, we will use this option for specific situations.

Motion made to Adjourn – John Armstrong motioned, 2nd by Doug Patterson, All Passed.

Next Meeting: Thursday, January 19, 2017 5:00 p.m. Ottawa Office