

Board Meeting Minutes

March 16, 2016

Room B – Ottawa Office

Present: Steve Bouslog, Marty Ricconi, Danielle Brown, Jim Brusatte, Peter Corgiat
Joan Boldan (Phone)

Absent: John Armstrong, Brian Towne, Cherie Reynolds, Robert King, Rev. Rickey Bates

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

Marty called the meeting to order at 5 p.m.

Marty stated that since the last meeting, board member Matt Shinnick has resigned. The Board wishes him the best and thanks him for his service to the board.

Marty entertained a motion to adopt the agenda. Jim Brusatte moved, 2nd by Steve Bouslog, All passed.

Motion made to approve the January meeting minutes. Jim Brusatte moved, 2nd by Steve Bouslog, All passed.

Treasurers Report – Dave Conrad (John Armstrong absent)

The agency is 8 months through the fiscal year and is still on track with the budget. Foster Care cases are down, but Intact cases are up, balancing the deficit out. The total revenue is below budget, but the expenses are farther below budget. Foster care is a more expensive revenue source than Intact, so this puts the agency ahead.

A surplus has been anticipated through the first 8 months, the agency currently has a larger surplus than expected. This data takes into account all of the raises, insurance, etc. that have been added to expenses. We should continue to have a surplus through the end of the year.

Frank mentioned that even with a surplus it is possible to be penalized for doing “too good” in the child welfare program. If the surplus continues, the agency can look into enhancing its programs, particularly Foster Care. One such possibility is to look into purchasing two currently leased cars. It is likely that this will happen and can be applied to the child welfare program.

Motion to approve the report. Moved by Steve Bouslog, 2nd by Jim Brusatte, All passed.

Building and Grounds Committee Report – Frank Vonch

As previously discussed, the lease in Woodstock is up and the owner is looking to sell the building. The agency couldn't find another comparable space but offered to stay in the current space, continually paying the current rent rate, until the building was sold, then the agency would be given a 90-day notice to vacate. The owners have agreed to this. It is unlikely that this building will be sold soon, especially due to their asking price.

Frank mentioned that information will be given out at a later date as to when the agency will host an open house for the renovated building in Ottawa.

There are still plenty of tiles from Kohl's. Some of these have been sold to the owner of the Larson Building across the street.

Jim mentioned that CASA has been using the storage space in the back of the YSB building for housing items for their upcoming Chocolate Festival. He thanked YSB on behalf of CASA.

Board Development – Jim Brusatte

Jim Brusatte will keep the Board posted on future potential Board members, one of which he has a call into. He reminded the Board to please always keep an eye out for potential Board members. This board can have up to 19 members. The new members were thanked for coming onto the board. It was mentioned that having more members from the northern areas and keeping with diversity would be ideal.

Frank mentioned that for the next board meeting, there will be time set aside to discuss the internal actions of the Board, discussing priorities and goals for each member. Materials will be sent out ahead of this. He added that a school board member in Streator commented to the newspaper the role of a board member as it relates to the day to day operations of an agency and administration.

Personnel – Steve Bouslog

The Personnel committee met in February. Frank's evaluation was discussed and will be further discussed within an executive session after the Board meeting.

The FMLA (Family Medical Leave Act) policy was discussed. Frank mentioned that we have always followed YSB's policy, but exact wording of that has created confusion. Currently, the policy talks about having off a maximum of twelve weeks in a 12-month period. If we don't specify when the 12-month period begins, it can be decided by what is best for the employee. An example of a loophole is if an employee who was on a 3 month leave in 2016, came back shortly, and reset again as of January 1, then they would have two 12 week leaves shortly following each other. To correct this, the line of "the 12 month period is measured forward from the beginning date of any employee's FMLA leave" was added to the policy. As an example, if an employee begins their FMLA on May 1, they would not be eligible for another FMLA until May 1 of the following year. This policy change must be sent to staff with 60-day notice. Joyce added that the suggested change was recommended by the agency attorney's.

*Motion made to adopt the amendment to the FMLA by Steve Bouslog, 2nd by Jim Brusatte, All passed.
Copies of the change were passed out. They will be mailed to the Board members not present.*

Executive Director's Report – Frank Vonch

Two items that could affect the agency: MANY is an association that helps the agency with drafting federal grants. A conference call was recently made. They are forming an enhanced group of advocacy. They are asking agencies to join in on a special advocacy for a cost of \$800 to \$1200. Frank felt that we will not join this as it is unnecessary for the coming fiscal year. This organization helps us with grant writing, but they have no influence on actual grant giving.

DCFS listed some of their possible changes which will directly impact the agency. Most of the changes are monetary. A proposal has been set within DCFS to create a centralized agency which would oversee all foster homes in the state, which would be run by DCFS and taking them out of non-profit agency control. Illinois currently is the most expensive state for residential care. Part of this proposal also indicates that they would like to group all forms of foster homes together, dropping specialized foster care homes from the definitions. These are just proposals so they are not policy as of yet, but it is best to be aware of these issues. There is no legislation on these, but DCFS can possibly do this by contract or by rules.

The biggest policy that would impact our agency would be the BH Consent Degree. Most child welfare being done in the state of Illinois is done by non-profits and reimbursement is mandated by the court's BH consent degree.

Marty asked if the budget for the upcoming year is in the works. Frank stated that the current budget is being dealt with month by month due to the lack of security from the State. The FY18 budget will be proposed for the July board meeting.

The strategic plan is going well. Frank has someone going through it who will report to the board.

Motion made to approve the Director's Report made by Dani Brown, 2nd by Joan Boldan, All passed.

Marketing/Development – Sue Trost

Sue passed out information regarding the blue ribbon campaign. Baskets of pins and cardstock blue ribbons will be going out to businesses and bars. Last year this campaign brought in approx. \$3K.

The Pack the Place event will happen on April 5th at the Lone Buffalo, and the Paws for Charity will be held at Red Dog Grille at Heritage Harbor on May 18th.

The sponsorship levels for the upcoming Blue Tie Affair have been mailed out to potential sponsors.

Sue passed out the program from last year's event highlighting how much money was brought in for each auction item. Frank encouraged board members to find sponsors, and to help with follow up calls, or contact Sue with potential sponsors and she will contact them. Board members mentioned Conway Towing, Bill Walsh, Seattle Sutton, Dani will contact Wal-Mart.

The necklace will come from Bruce Jewelers, which is currently being designed (14kt rose gold pendant) and will value for \$2K. Tickets for the event will be \$40, and will be available next week. Board members are asked to sell 4 tickets to other people and 4 necklace tickets. We will mail the tickets out to each board member. Joan mentioned that she will buy 4 tickets and she will donate them back for foster parents to attend.

Sue mentioned that if any board members know of bigger/different auction items, then please let her know. Brian Towne has offered to do the live auction. He is working on getting tickets to the Hamilton play. Sports tickets/jerseys seem to go pretty well. Dani mentioned that she will have two weekend resort passes soon, also a few concerts are coming up she may be able to get tickets to. Steve Bouslog asked if we have any contact with the Rotary club who may be able to give tickets to sports events or a tailgate party or to buy a package which could be donated towards a live auction. He will contact Doug Patterson about the Rotary Club of Ottawa purchasing the package. Another idea is to contact local churches for donations. If there are any more leads, please let Sue know.
(Joan Boldan left the meeting)

Old Business

After the previous meeting an attorney was contacted to review the by-laws of the Foundation Board to make sure there were no conflicts in dissolving the Foundation Board. Judge Brusatte looked it over, then the papers were drawn up and sent out to the three remaining Foundation Board members. This should be wrapped up in a couple weeks.

Frank mentioned that issues have arisen in regards to the dress code. Along with the personnel policies, this will be reviewed as well. Admin is currently looking at it to make their recommendations for change.

Joyce stated that personnel policies are reviewed every year, but this year it will be more extensive because our Quality Assurance group is currently going through our operating policies and are noting that some policies should be moved around with each other. Joyce will track any change to the Standard Operating Policy (which is a 90-page

document) and then bring it to the Personnel committee to review. The goal is to get this done and have the Board vote on it so it is effective in the new fiscal year beginning July 1.

New Business – Frank Vonch

The Annual Report is being mailed out from the printer next week.

The corrective Intact plan has been mailed out for Board to review. This, and making sure that we are in line with Eckert protocols and being on top of these cases, is a work in progress. The agency is trying to be clear about what expectations are from employees and what protocols must be taken for each individual case. We will not take any “easy-outs” with any particular case. Many cases have gray area, but each case must be double checked and approved by Frank before closing it. Protocols have been reviewed with all Intact employees to avoid any future issues. Our number one responsibility is to assure that risk is reduced for these children in these situations. Frank will keep the Board informed. The issue must be reviewed on the corrective action plan within 45 days.

In trying to save money, the Ottawa, LaSalle and Streator offices will have their phone systems rebuilt. A 5-year lease will be signed. The overall cost is minimal compared to what we pay now.

Redeploy – One of the biggest expenses for this program is in the training module of PLL (Parents with Love and Limits). It costs YSB \$45K for two teams, then we added another team when we received funding from the 708 Board which was then bumped up by 25%. They then cut us back to a two team price. We asked for a 20% discount for this year’s contract since we still couldn’t afford the original price of \$45K, bringing it down to \$36K. Anytime the agency can negotiate for lesser costs, we will work towards this.

Annual Risk Report – This was started back in 2014. Trying to incorporate for the Board the many possible risks to the agency. These issues have been evaluated under a Minimum, Medium, or Major risk. These were reviewed in April of 2016. The Agency will be focusing on these over the next year. The SOP manual will be reviewed, as it hasn’t been reviewed in 15 years.

Quality Assurance – This shows how we track UIR’s, but it is also now being called “Significant Events”. The agency has seen an increase in heroin cases and suicidal ideation cases.

*Motion made to enter executive session by Steve Bouslog, 2nd by Dani Brown, All passed at 6:25 p.m.
Executive session ended by Peter Corgiat, 2nd by Steve Bouslog at 7:20 p.m.*

Next Meeting: Thursday, May 18, 2017 5:00 p.m. Ottawa Office