

## Board Meeting Minutes

October 19, 2017

Room B – Ottawa Office

Present: Marty Ricconi, John Armstrong, Cherie Reynolds, Dani Brown, Jim Brusatte, Melissa Hulse,

Phone: None

Absent: Robert King, Steve Bouslog, Jeff DeMoss, Peter Corgiat, Joan Boldan, Brian Towne

Present (Staff): Dave Conrad, Frank Vonch

Marty introduced and welcomed our new board member, Melissa Hulse. Melissa works with Remax First Choice. She previously worked at Ottawa Friendship House for 12.5 years, and before that Pleasant View. She loves YSB and has been involved with the agency during the Star Tree and Back to School programs, is on the Reddick Library Board, and also a co-chair for the Freezin' for a Reezin' Campaign.

Marty noted to the Board that former board member, Jim Bagley, has passed away. He worked with YSB for many years. He will be missed. Also Don Duesdieker, who was also a former board member and has given much to YSB, passed away a few weeks ago. His wife has asked for people to donate to YSB. His memorial to YSB has reached \$2,140 thus far.

Members of the board have attempted to contact Rev. Rickey Bates as to his status on the board. The board by-laws state that after missing 3 meetings without word from that board member, then they will be dismissed from the board. Marty will send him an official letter and he is officially off the board.

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

*Marty entertained a motion to adopt the agenda. Jim Brusatte moved, 2<sup>nd</sup> by Cherie Reynolds, All passed.*

*Motion made to approve the July meeting minutes. John Armstrong moved, 2<sup>nd</sup> by Cherie Reynolds, All passed.*

### **Treasurers Report – John Armstrong**

September financials – Foster care accounts are still down, and accordingly, the expenses involved with foster care are also down. The Child Development Center continues to operate on low attendance at 45% of maximum.

Expenses are down overall compared to the budget. The agency is currently showing a small loss. The agency has had a few high profile court cases requiring representation. These have all been resolved. This has contributed to the expenses and minor loss. There will be an investigative hearing with the Human Rights Commission in November that will also add to the expenses. Insurance will cover this up to a point.

708 Mental Health Board request for funding (up to \$360K) has been submitted but not awarded yet. This is similar to what YSB has received in previous years so there is nothing out of the ordinary here.

YSB is funded for several program through 5 different United Way's. Each UW has their own agreement with YSB but they are generally similar. These agreements state that it is necessary review their policies at the Board meeting and reviewed on an annual basis. First is that there will be no fundraising attempts made during their specific "black-out" periods. Ottawa's blackout period is from September 1 through December 1. Second, YSB cannot fundraise through company pledging campaigns. Third, YSB must mention that we are a United Way agency through our letterhead, advertising, stickers on the front door, etc. The money we receive from United Way is significant.

A plumbing issue has arisen at the Child Development Center. The health department cited an issue which has to do with not having an appropriate sink. A separate sink is also needed for laundry. Dave mentioned that we lack space, so the updated custom sink must be small. The Child Development Center has been losing money, and this is an expense that is not in their normal operating budget. It is requested to use \$10K of money from the Board's fundraising fund to comply with this issue, which must be approved by the board. This must be started before November when the Development Center's license comes up for renewal. The CDC does not pay rent as the building is owned by Housing.

*Motion made to approve up to \$10K for possible repairs at the CDC – moved by John Armstrong, 2<sup>nd</sup> by Cheri Reynolds, All approved.*

*Motion made to approve the Treasurer's Report. Moved by Jim Brusatte, 2<sup>nd</sup> by Cherie Reynolds. All passed.*

#### **Building and Grounds Committee Report – Frank Vonch**

The Chamber of Commerce has been contacted by YSB to take part in an After Hours event in the coming year as part of an "open house" for the new part of the YSB building in Ottawa. No date has been set as of yet. Applications are accepted by the Chamber for this event in January.

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

Great success recently with new members of the board. There is one more person who has been spoken to about joining the board but that is on hold due to personal reasons for the time being. Jim Brusatte urged board members to be on the lookout for good potential future members. Diversity is highly encouraged. The minimum number of board members is 11, and the maximum can be 19. Currently, we have 12.

#### **Personnel Committee – Frank Vonch**

A recent complaint made by an employee has been dropped. Frank will be having a meeting directly with the employee, HR, and her supervisor to resolve any issues. Frank will keep the board posted.

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

The golf outings from the UAW and the Building Trades were a success, raising close to \$20K for YSB.

Frank sent out a statement to board regarding a case we've received involving excessive violence. Case workers are encouraged to take extra precautions when dealing with violent clients.

The budget for FY17/18 is being monitored from month to month. The Strategic Plan will be reported on in the November meeting.

*Motion made to approve Executive Director's report by Cherie Reynolds, 2<sup>nd</sup> by Dani Brown, All passed.*

#### **Marketing/Development – Frank Vonch**

Star Tree letters have gone out for the holiday program at YSB. Sponsors and families have been contacted with a letter from Sue Trost. Any board member wanting to participate, please also contact Sue. Allstate near Glen Ellyn will be sponsoring 150 children.

We've received a donation from Sherman's and Tempur-Pedic for 20 twin sized mattresses. Many have already been promised to clients and foster children.

North Star Lottery group contacted YSB to send shelving, benches, audio equipment and approx. 1500 books for grades K-8. These books will be put in the entryway therapy room and can be taken or used by anybody who would like them. Restitution and volunteers are painting and helping to put the shelves together.

Foster Care Christmas parties have been scheduled for Rockford at Skateko on December 9<sup>th</sup>, Aurora Skate Center in Aurora/Glen Ellyn on December 10<sup>th</sup>, and at Pinheadz in Ottawa on December 3<sup>rd</sup>.

We started using an online auction site (ebay) to sell 4 donated Park Hopper Passes to Disney World. We received \$590 from this auction.

Foster Care would like to begin using Twitter and Instagram to promote their adoptions and other news from the program. This will be looked into.

The Annual Report was sent out to all board members.

Frank also handed out a copy of the Foster Parent Quarterly newsletter.

Amazon Smile - Frank mentioned online donation sites that can be used to donate back to YSB simply through shopping online. If you go to Amazon Smile and designate YSB to donate to, we receive 0.5% of all sales.

### **Old Business**

Organizational Chart/McHenry Court complaint – This is being updated. Frank will send to all board members.

ICOY Membership – ICOY joined together with Child Welfare Association. The dues may be changed because of this. ICOY is currently travelling the state going on “Listening Tours”. They also provide timely updates on what is happening within the state.

### **New Business – Frank Vonch**

Expansion of service area request by Department – DCFS had requested an expansion of YSB into the Joliet area. This is not something that the agency is interested in due to the difficulty within the area and not taking on more than it can handle.

2017 Annual Report – This has gone out to all board members.

Media exposure on new, more violent cases mentioned above, but will be referred to the department for responses.

Board Development –

- a) Policy 407/Hazardous Weather conditions – When snowstorms/huge storms happen in the area, the Executive Director has the option of closing the agency if the weather is too difficult. The decision will be sent out via e-mail. There is also the option for those who MUST work on those days to take off at a later date. Part time and hourly staff can claim up to 4 hours for emergency closing days. In most cases when the office is NOT closed, staff can use their own judgement on travel conditions and whether they feel it is safe to drive or not and can come in at a later time. If they feel it is unsafe, they can use a vacation/personal day. It is also possible to remote into the computer system from home with Supervisor approval. Use common sense.
- b) Policy 508/Security inspections – This is to keep the work area free of illegal drugs, alcohol, firearms, weapons, explosives, or other improper materials. Prohibits possession, transfer, or sale on any YSB premises. This allows administration to check desks, and storage devices which are property of the agency. This can be done without advance notice. Directors/Admin are encouraged to share this information with their staff. This applies to vehicles as well. Reviewing these policies gives the board a chance to review and always be aware of these policies.

**QA/CQI – Frank Vonch**

There is a fact finding investigation for the Human Rights Association scheduled for November with 3 YSB staff and the agency attorney participating. This is a formal, recorded hearing.

Since the previous board meeting, it has been approved for staff to borrow from their 401.

Next month will consist of the annual audit. The auditors will speak with the board.

*Motion made to adjourn by Jim Brusatte, 2<sup>nd</sup> by John Armstrong, All passed*

**Next Meeting: Thursday, November 16, 2017 5:00 p.m. Ottawa Office**