

## Board Meeting Minutes

January 18, 2018

Room C – Ottawa Office

Present: Marty Ricconi, Jim Brusatte, Cherie Reynolds, Melissa Hulse

Phone: Brian Towne

Absent: John Armstrong, Robert King, Peter Corgiat, Steve Bouslog, Dani Brown,  
Jeff DeMoss, Joan Boldan

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

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

*Motion was made to adopt the agenda – Called by Jim Brusatte, 2<sup>nd</sup> by Melissa Hulse, All passed.*

*Motion was made to approve the November 2017 Board minutes – Called by Brian Towne, 2<sup>nd</sup> by Cherie Reynolds, All passed.*

### Treasurer's Report – Dave Conrad

John Armstrong is absent.

**December Financials** – December is the halfway mark of YSB fiscal year. This has been sent out to all board members. Trending the same for a few months. Foster care cases are lower than normal. Intact cases are rising. The combined differences put us slightly less in revenue. We are also less in expenses. All other programs are close to budget. Foster care expenses are down due to lower case counts. We no longer have three therapists in the Rockford office, which supported the Foster care program. YSB cannot be competitive in salary with these therapists. It will be more cost effective through subcontracting therapists. There should be a net reduction in overall costs. Legal and auditing fees have been higher the first six months of the fiscal year due to a human rights issue. These should go down the second half of the fiscal year.

YSB staff are paid every two weeks. There are two months of the year which have 3 pay periods in them. Even though labor expenses are accrued, YSB does not accrue benefits and taxes during this. This causes a negative impact on the financials for approximately a month, then it tends to work itself out. Over the first six months, the agency is showing a slight loss (\$47K). Taking away the depreciation would put the loss at less (\$12K). Legal fees have been more significant than anticipated. The Board will need to keep a close eye on the financials for the final six months of the fiscal year.

**Conflict of Interest Statement** – Every year the Board is asked to sign a Conflict of Interest statement. This will be e-mailed to those not in physical attendance. The statement says that each member cannot make money off of the agency/or vote on items if it conflicts with a position at a different company. If it does, a member would need to abstain from voting. This is a COA requirement.

**990 Form approval** – This is a not for profit tax return that is done by the audit firm. They ask questions about processes and procedures. This is included with the YSB tax return each year. The board must look at it before it is signed. YSB is tax exempt.

**Possible Salary recommendation** – In the past several years, YSB has waited until halfway through the fiscal year after keeping an eye on the budget, state budgets, etc. to make a recommendation. Last year a salary increase was put in place, and the previous year it was done in the autumn. Frank mentioned that the agency always tries to be cognizant of all factors affecting the budget. Frank recommended waiting further to see if the budget can come around before giving a salary adjustment. Money from the Foundation will eventually be reimbursed back into the

agency. We will also be expanding the Intact program in Rockford. This does not bring in more expenses, but only additional revenue. Frank feels that salaries overall at YSB are low. This is something he's trying to work on to fix constantly. Frank expects these changes to make up for losses in the first six months of the year. The motion is to recommend a pay increase up to 2% for all staff and Admin team employed as of January 1, 2017, and are actively employed on the date the increase is paid, and haven't notified the agency of their resignation. The increase is based on evaluation scores, and will be paid on January 26, 2018.

*Motion made to approve a salary increase, Moved by Jim Brusatte, 2<sup>nd</sup> by Cherie Reynolds, All passed.*

Also, Dave mentioned that a 401K audit has recently been done and that was sent to the Board of Directors. Frank, Joyce and Dave are the administrators for the plan. It is all going well.

*Marty entertained a motion to adopt the Treasurer's Report/Tax Returns/401K Audit. Cherie Reynolds moved, 2<sup>nd</sup> by Brian Towne, All passed.*

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

Open House/Chamber After Hours – March 22, 2018 – Staff members Janet Hartman and Michele Callaway have agreed to put together a program for this Business After Hours. All Board members are encouraged to attend. It was questioned whether YSB can serve alcohol at this event. Yes, it can be done as long as insurance and liability have been given to the event. Dave explained that as long as we are not selling alcohol, it is not an issue with insurance. We will provide beer and wine. It is ok to proceed provided there are no legal ramifications.

LaSalle County CASA to utilize YSB space for their Chocolate festival. – Frank explained that CASA has approached YSB to store items for their Chocolate festival in the back storage area. All areas which are marked off as a fire hazard are off limits. The back area has been better organized. Frank will take a look and get back to CASA.

Frank mentioned an issue with a case in Foster care which has been assigned to YSB involving the board president of CASA. There is a conflict of interest in that YSB works with CASA. This case must be assigned to workers from another YSB office, those who are not tied to CASA in Ottawa. If the judge orders it kept in Ottawa, it will be dealt with at that time.

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

Officers for 2018 – Jim Brusatte contacted Steve Bouslog and John Armstrong in regards to maintaining their officer position for 2018, which they both agreed to. Marty has agreed to continue on as board president. The board development recommendation is to continue on, but if there are any others who want to be an officer, please let the committee know so it can be voted upon.

*A motion to approve the Officers for 2018 consisting of Marty as president, John as treasurer, and Steve as secretary was made. Jim Brusatte moved, 2<sup>nd</sup> by Brian Towne, All passed.*

Jim Brusatte mentioned that board development is a continuing process. All members please keep your eyes out for new members. Jim mentioned looking for members in other geographic areas. Frank mentioned that he felt there are problems that arise from board members being in other geographic areas. It is harder for them to attend meetings. Frank also mentioned that he would like to discuss amendments to the by-laws in the March board meeting. The list of Board members is updated and will be sent out to all Board members.

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

Director evaluation – Steve Bouslog, who is chairman of this committee, is absent. The evaluation is due on November 1. Due to uncontrollable circumstances, it will be taken care of now. Marty will be in contact with Steve.

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

Frank has listed out the priorities of the agency which will be moved forward on. The first on the list is looking into possible grants. One position has been restructured to deal directly with Marketing/Grants/Foster Care recruitment.

Second, the corrective action plan with the Intact program is still in place. The two most important aspects of this plan involve dealing with cases for children 5 and under, as well as closing cases. These cases cannot be closed without evaluation by the Supervisor and approval from Frank. There has been improvement in the processing of Intact cases, and changes have been made in Rockford, which is at a level 3. Some issues may be addressed in the Glen Ellyn office by March as well.

The budget refers to the present overall financial statement.

*Motion made to approve Executive Director's report by Jim Brusatte, 2<sup>nd</sup> by Melissa Hulse, All passed.*

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

Sue passed out an information sheet of what has been going on in Marketing/Development. Numbers were passed for Star Tree numbers, as well as other donated gifts. Children in this area receive approx. \$100 in gifts per year. The Holiday Mailing and the Annual Report have gone out previously with an overview of how much the agency received from each of those over the past three years. Cathy Zeier sent sue a note that they are now at a level 1 status.

We have a few fundraisers that have happened: An online auction for 4 Park Hopper passes to Disney World sold for \$590. A Bulls pennant sold for \$5. The bottle of Johnnie Walker sold for \$580. A trip to Cancun was posted online but did not sell or receive any bids. This will be used for the upcoming event. The trip is good for a few years.

The Reading Oasis has been opened. The Illinois State Lottery and local officials stopped by to open it on December 4<sup>th</sup>. This is open for any children who'd like to stop in and read.

Marketing/Development has been working closely with Foster Care to come up with more PSA's, and social media campaigns such #HandsatHome for children who have returned to their biological parents, and #HappyatHome for children who have been adopted, and #Youthontherise for children in foster care who have shown great accomplishment or received recognition.

We are working on a Valentine's Day raffle asking area restaurants to donate a dinner for two. If any board member knows of businesses that can be asked, please let us know.

The Stache Bash will be donating their proceeds to YSB this year. This event takes place on Saturday, March 3 at the Knights of Columbus. The overview of the event is that men grow facial hair and wear a costume that goes along with it. Participants can vote on best costume. It also involves raffles, tip boards, etc. It was started by Jason Kennedy, Shannon Cantu, and (?) Thrush. This is their 8<sup>th</sup> Annual event, and it has grown exponentially since its beginning. Tickets are \$25 including food. This event is linked to YSB's Facebook page.

The Blue Ribbon Campaign will happen in April again this year. May is National Foster Care month.

We are going to change the name this year from Blue Tie Affair to Bids for Kids. We've had lower attendance in the past few years. We are wanting to make it more fun and get younger people involved. The event is in need of refreshing. The ticket price can be dropped to \$35, and offer an early bird special. This will include food and entertainment. Less of a sit down dinner and more of food stations, buy drinks, look at auctions/raffles, make the live auction smaller. Festivities Unlimited is reserved for May 19<sup>th</sup>, but holding the event there is not set in stone.

Ticket prices can be adjusted by how much the food will cost. Dave recommended more high-top tables compared to a sit-down for greater ease. We'd like to promote more of a feeling of fun. Jim Brusatte mentioned Grand Bear as an option for holding the event. Several board members mentioned thinking about changing the night of the week from Saturday to something else if the event is not as formal, and in turn the venue if a deal can be found. This can also save money on the overall event. Sue will check with area venues and decide how to proceed.

Sue mentioned doing a secondary fundraiser in August, possibly in the Aurora area.

Sue will keep everybody informed. Please keep an eye out for entertainment.

We are beginning a board spotlight feature online. This will be done once per month. We will start with Marty Ricconi and work through each board member once per month.

Board members are encouraged to attend and help at the Business After Hours on March 22<sup>nd</sup>.

### **Old Business**

Day Care Repairs – This has been completed.

### **New Business**

Strategic Plan Review (Geoff Franklin) – Geoff passed out the review. This will be e-mailed to those not in attendance and given more time to discuss in the next board meeting. Board members please read through this.

Human Rights cost reimbursement – See above in treasurer's report.

Audit bids – The agency is looking into getting bids from auditors to see if another agency would be a good fit for YSB as a non-profit. The current auditors are fine, but this is something to look at every so often just to keep current. Dave will send out offers to agencies to see if any of them are interested in doing a presentation to YSB. The audit committee will oversee the presentations that are made to YSB, then come up with a final decision whether YSB will stay with the current auditors, or move on to someone else. A letter will be sent out within the next couple of weeks asking them to get back to YSB by the end of the month if they are interested in doing a proposal for YSB. This should be done by the end of the fiscal year at the latest, March is more timely.

Intact expansion in Rockford, along with internal restructure – See above in the Director's Report.

### **QA/CQI – Frank Vonch**

Human Rights case – See above.

CQI Quarterly report – This is done every three months. It is not currently completed. As soon as it is it will be sent out to all board members from Sherri Nestmann. It gives a great overview of the agency and all of our programs.

Jim Brusatte gave a thank you to Frank for being on top of all the issues at the agency despite dealing with personal medical issues. Frank thanked staff and Admin for being on top of everything and doing their jobs so well.

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

**Next Meeting: Thursday, March 15, 2018 5:00 p.m. Ottawa Office**