

## Board Meeting Minutes

May 17, 2018

Room C – Ottawa Office

Present: Marty Ricconi, Katie Bagley, Jim Brusatte, Cherie Reynolds, Dani Brown, Jeff DeMoss

Phone: Robert King

Absent: John Armstrong, Steve Bouslog, Brian Towne, Melissa Hulse, Joan Boldan

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

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

New Board member, Katie Bagley, was welcomed to the Board. Katie was introduced to all present Board members. She is a teacher at the LaSalle County Detention Home. Her father, Jim Bagley, was a Board member for YSB for many years. Katie was referred to Frank and YSB by Melissa Hulse.

Jim Brusatte is leaving the Board. This will be his last meeting. The Board thanked him for his service. Jim also thanked the Board for the pleasure of serving with this organization. Peter Corgiat is also no longer a member as his term has expired. His work with the Board has been thanked.

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

*Motion was made to approve the March 2018 Board minutes – Called by Katie Bagley, 2<sup>nd</sup> by Jeff DeMoss, All passed.*

### **Treasurer's Report – Dave Conrad (John Armstrong absent)**

**April Financials** – Foster care continues to be down on caseloads, DCFS is steering cases into Intact, so it continues to be up on caseloads. Expenses follow the same lines to each program. Consultant costs are up due to the lack of agency therapists in Rockford. The agency has been working to catch up financially for the first ten months of the year due to several unexpected expenditures. The agency is currently at a small loss, but it should break even by the end of the fiscal year.

The agency is receiving an extra \$15K for the Homeless Youth grant from the State of Illinois. The fundraising (Bids for Kids) money will show up in June, which will show a surplus. Frank mentioned the expansion of the Intact Department with new staff completing additional training, which will bring in additional revenue.

**Audit** – Since the Board voted to keep Sikich as our auditors, Frank and Dave met with them for an audit planning meeting. The preliminary work is scheduled for the end of June. Sikich will look at contracts, procedures, etc. The final audit will be in September. The audit report will be presented at the November Board meeting. Sikich is working on the engagement letter, which is a contract with their company.

The State (DHS) has done a fiscal monitoring of the Redeploy program. The report is expected to arrive soon. Frank mentioned that Medicaid also stopped by recently to do an audit on our programs. Frank mentioned how important documentation is in any audit that occurs within the agency.

*Marty entertained a motion to approve the Fiscal report, Dani Brown moved, 2<sup>nd</sup> by Jim Brusatte, All Passed.*

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

The Ottawa building proves to have the most issues at this time. The Fire Marshall has strict standards due in part to the agency's counseling program. They have been called back by YSB for re-inspection. They haven't yet returned.

Dave added that when the agency expanded in Rockford and Glen Ellyn, it was leased those buildings in a long-term (7 years) contract. Glen Ellyn's term will end late in 2019. These leases must be re-evaluated soon, before they actually come up, as it may take six months of planning to assess the circumstances of each building in those cities, to possibly renegotiate down to a 3-year lease, and to possibly lowering the cost of rent. The Building and Grounds Committee will meet to discuss this.

Frank mentioned the reassessment of the committee list by adding Katie Bagley into it. If anybody would like to change their position on a committee, please let Frank know.

#### **Personnel Committee – Joyce Garbs**

Personnel policies are reviewed each year. Joyce will be sending updates to the personnel committee to review. A meeting must be made by mid-June, as these policies must be posted for the staff to review for 30 days, then brought back to the Board for review at the July Board meeting.

Marty mentioned revising Frank's evaluation process. This will come due in November. The Personnel committee will discuss this as well.

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

*Agency Policies* – Standard Operating Policies are pending revisions. Updates have been made to the Behavioral Management Policy, in preparation for COA Accreditation (Counsel and Accreditation). This report will be sent out to all Board members for approval at the next meeting. This policy gives an overview of the agency's philosophy, and our policy in regards to permissible restraints with children. There are several acronym's to describe such policy, including Trauma Informed Care (TIC), Therapeutic Crisis Intervention (TCI) and others. The agency must ensure that all staff is trained in regards to how we deal with children. This will be done every six months for new staff and as an update for existing staff.

*Additional Fundraising* – More effort has been placed in looking for additional fundraising efforts, most specifically grants. Several staff members are in the process of pursuing grants, currently there are 8. Frank mentioned that not only have we received additional funding from the State, but that the agency also received a grant from Trinity Lutheran Church in Ottawa for \$1,000, and a grant from Painters District 30 (PATCH) in Aurora for \$10K. This money is given to be used towards summer camps for Foster Care. The Ladd ASP has received a grant from Wal-Mart. The agency will keep pursuing these grant opportunities.

Recently DCFS acknowledged a Foster Care worker for doing a tremendous job. Frank would like supervisors to let him or Joyce know if they have staff who have done an exceptional job.

The Ottawa Intact program expansion is pending.

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

#### **Marketing/Development – Sue Trost (absent)**

Sue will send out a Marketing/Development report to all Board members.

A fundraiser was held recently at the Lone Buffalo in early April, raising \$593.70. The Blue Ribbon Campaign, a month long initiative held to raise awareness of child abuse, occurred through April. The event included placing blue ribbon baskets and paper cutouts in 85 businesses around Ottawa, Aurora, Rockford, and other towns in our service area. Money was also raised from staff members standing in front of Handy Foods and Financial Plus Credit Union in Ottawa. Approximately \$2,200 was raised through this campaign. Red Dog Grill held a fundraiser in early May in which they donated 10% of the proceeds from the day to YSB, which amounted to \$151.92.

Jim Brusatte told the Board that donations are being raised from within the Board to invest in a Lottery Tree for the Bids for Kids event. Frank reminded the Board that fundraising is a part of every staff/Board member's job.

Dani discussed giving YSB spec ads through Studstill Media for the upcoming event. She will talk to the sales rep and get back to YSB.

Bids for Kids sponsorship letters and invitations have been mailed. Tickets have also been mailed to Board members to sell. Marty thanked Marketing/Development for all the work they do. Frank asked the Board to let John/Sue know if there are any businesses that could be contacted to request a sponsorship or auction items. Volunteers are needed for the event. Bids for Kids is on June 24<sup>th</sup> from 2 to 6 p.m. at Festivities Unlimited.

About \$130K is budgeted for donations each year.

### **Old Business**

The Human Rights case has come to a close. YSB will be reimbursed from the insurance company for some of the expenses incurred.

All offices have mandatory active shooter training scheduled with local police departments. Glen Ellyn has already completed. Many of these trainings are interactive.

The staff gathering was held on April 20<sup>nd</sup> at Four Seasons in Sycamore. Staff bowled or played games, and pizza and soda was served. Staff with anniversaries are recognized with a certificate and a check with varying amounts depending on how long they've been with YSB. They are split into increments of 5, 10, 15, 20, 25, 30 years. The event was very successful.

### **New Business**

YSB has been cited by DCFS. This citation involved an employee who had not been re-fingerprinted after she had left the agency for a few months and came back. This made her temporarily unable to be around children, until it was quickly fixed.

*Jim Brusatte left the meeting. He thanked everybody for their continued service and for being a great help to him during his time on the Board.*

A fiscal audit has been performed for the Redeploy program. Frank mentioned that Lutheran Social Services of Illinois recently had a \$45 million judgement against them occur in their Child Welfare program due to case negligence involving the death of a child. This is a reminder to our agency to make sure that documentation and training is thorough and complete. As a result of this case, YSB's insurance agent will be visiting and would like to discuss precautionary issues.

### **QA/CQI – Frank Vonch**

The quarterly CQI meeting was held recently. The report from the meeting will be finalized and sent to all Board members within the next week. This is an important tool to view what is going on within each department in the agency. All staff participate.

The agency has recently been able to expand Public Relations in the Rockford/Aurora area by changing one position to include 3 to 5 hours per week dedicated to communications and grant writing. This has been highly successful.

Dani mentioned doing 8 a.m. Friday interviews on Studstill as a free option for public relations and advertising upcoming events.

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

**Next Meeting: Thursday, July 19, 2018 5:00 p.m. Ottawa Office**