

## **Board Meeting Minutes**

July 19, 2018

Room C – Ottawa Office

Present: Marty Ricconi, Katie Bagley, Cherie Reynolds, John Armstrong, Jeff DeMoss, Melissa Hulse,  
Steve Bouslog, Brian Towne

Absent: Dani Brown, Robert King, Joan Boldan

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

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

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

*Motion was made to approve the May 2018 Board minutes – Called by Jeff Demoss, 2<sup>nd</sup> by Cherie Reynolds, All passed.*

### **Treasurer's Report – Dave Conrad**

*April Financials* – Dave sent out the financial statements dated June 30, 2018. This is the end of the agency's fiscal year. The year finished off with the agency behind in revenue and behind in expenses, the trend for the entire year was that the agency is down in Foster Care cases, and up in Intact cases. Net was a reduction in \$700K in billable services. Expenses included are Foster Care payments, mileage, supplies, and labor proportionately. Estimated funding for Foster Care has decreased, and Intact has increased. This trend should continue into the next fiscal year. The agency was running a small loss for most of the year. The Bids for Kids event helped bring the budget back into a small profit. Other revenue and expenses still need to be accounted. Little or no effect will be noted on year end report.

*Marty entertained a motion to approve the Treasurer's Report, Steve Bouslog moved, 2<sup>nd</sup> by Cherie Reynolds, All Passed.*

Dave sent out the preliminary FY19 fiscal budget. There are very few changes to the FY19 budget. The agency is operating on the same grants, programs and contracts as the previous year. There is a small increase in budgeted money for FY19 from DHS. There is an extra grant for FY19 in the Outreach Program. There is a 3% salary increase budgeted, which will be looked at in the middle of the fiscal year for possible approval. FY19 numbers and FY18 numbers are similar to each other. A small surplus is budgeted for this current fiscal year. Foster Care cases were decreased in the budget from 375 per month to 300. Intact cases have been budgeted for 110 per month, up from 90 per month last year. There is an increase in Revenue because of this.

*Marty entertained a motion to approve the Budget as submitted, Katie Bagley moved, 2<sup>nd</sup> by John Armstrong, All Passed.*

*Audit* – The auditors came in to do preliminary work for the upcoming audit. They went through all necessary documentation. They will be ready to proceed when the scheduled audit occurs. The agency has used these same auditors for the past several years.

There are 2 CD's coming up for renewal. Dave will research bank rates and send the information to the Finance Committee. Investment rates are currently going up.

### **Personnel Committee – Steve Bouslog**

*HR Personnel Handbook* – The Personnel Committee met last week to review the changes to the handbook, which were updated by Joyce Garbs and Melissa Tipple. Many minor changes were small. The handbook must be posted

to staff for 30 days. The committee's recommendation is to approve the changes. Joyce will send each board member an updated copy to review. An e-mail vote will be made to approve the changes to the Personnel Handbook.

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

*Fire Marshall Status* – The Fire Marshall identified a few issues in Ottawa that need to be corrected, which has been done. The Fire Marshall has not rescheduled another review.

Frank mentioned an issue with a pole and a sinkhole in the back parking lot in Ottawa. Sue Trost has contacted Ameren and AT&T to resolve this. They are going to replace the pole. The sinkhole is probably being caused by drainage.

### **Board Development Committee Report – Frank Vonch**

*Possible New Members Effective September 2018* – There are a few member possibilities to be presented to the Board Development Committee. This will be further reported on at the September meeting.

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

#### **New Business**

#### **DCFS**

*Excess Revenue* - DCFS sent a letter to the agency in regards to asking for excess revenue back. Dave and Frank are reviewing these past fiscal years. The agency must demonstrate how this excess money is used within the agency. In the past, it has been used to enhance the agency (rental cars, computers, salaries, etc.).

*Longevity Pay for Caseworkers* - DCFS is making a contract amendment giving the agency extra money for longevity pay to Foster Care/Intact case staff, who have been with the agency from between January 1 through June 30<sup>th</sup>. Supervisors, Licensing and other employees are not included in the longevity pay. The agency will receive 100% reimbursement for giving this out to these employees. It must be submitted by July 30<sup>th</sup>, and paid out to staff in August. This also may not be paid until it's been approved by DCFS. If there are disciplinary issues with an employee, that can affect how much is paid out. There will be two \$500 longevity payments for FY19, which have been budgeted by DCFS. DHS also budgeted an additional \$15K which was used for families and clients.

*Adoption Specialist* - If an agency has an adoption specialist, DCFS has added additional money to be given out for FY19.

*Program Updates* - The Parenting Program found out that our hourly rate is less than what the Department is paying other agencies. This was pointed out to them to increase it, which should be reflected in the contract.

JSOP (Juvenile Sex Offender Program): Two employees involved in this program sent a letter questioning underpayment. Frank met with them about their contracts. This program has been in place since 2000. Once the Probation Department has taken a look at these contracts, YSB will re-evaluate the entire program and how it is set up. This doesn't balance for the agency on cost. If staff leaves, a plan must be in place to maintain the program. Nobody has been trained to step in and maintain the program if staff members left. The agreement will need to be redrafted going forward. Frank will bring this issue to the Personnel Committee.

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

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

Sue passed out a list of auction items from the Bids for Kids event. It listed how much the agency made on each item. This event had less people. The money made on this event was not too far off from what was anticipated. In

the end we made about \$30K. Many people purchased tickets, but did not show up to the event. Marty mentioned that it was a nice event.

Cherie mentioned that the one complaint heard was that they wished it wasn't on a Sunday afternoon. Is it possible moving it to a Thursday and making it more casual, when people can stop by after work? There was mention of not being able to fundraise between September 1 and December 1. It is also important to find people who spend more money. Marty mentioned reaching out to businesses in the suburbs. Frank mentioned staff going out of their way to make this event a great success, and how great of a job they did. Fundraising is not just on Marketing/Development, but for all Staff/Board to help out with.

### **Old Business**

*Human Rights Insurance Reimbursement* – This has not been received yet. It is included on revenue for FY18. The expenses have been paid. The agency has paid out attorney fees. Only a partial partner fee will be reimbursed.

*Active Shooter Training Status* – Each office has held Active Shooter Training with each local Police/Sheriff Department. All staff were required to participate.

*September 28<sup>th</sup> Staff Picnic* – The picnic is scheduled for a park in DeKalb on Sycamore Rd. There will be team building exercises. These staff gatherings are held twice a year.

*Insurance Meeting* – Due to the LSSI liability case, YSB's insurance agency set up a meeting to discuss the issues within that case. Discussion included what policies the agency has in place to prevent what happened in the LSSI court case. If a case is to be closed, the caseworker from the agency must visit the family and assess all risk before that can happen. Thorough documentation is extremely important. These issues are occurring mostly in the Intact program. Frank will be holding a meeting next week to discuss these issues. Without oversight from Supervisor to Caseworker to Case Aide, issues can arise that occurred in the LSSI case and every action must be taken to prevent that. Marty asked if there is a current form which addresses preventing issues. Frank said there is a Model for Supervisory Guidelines hand book which will be discussed next week in the meeting with these programs. Frank will report back on his meeting with the Supervisors.

*Behavior Support and Management Policy* – COA requires this policy, which has recently been updated. It regards prohibition of using physical punishment towards any client.

*Motion made to approve Behavior Support and Management Policy by Steve Bouslog, 2<sup>nd</sup> by John Armstrong, All passed.*

*Program Updates* – There has been recommendations to close the Day Care Center in LaSalle in the past. The standards that the staff meet are the highest possible. The subsidies for this program from the State don't cover all the costs that go into it. The Center used to receive private funding, which has dwindled down. It is currently at 40 – 50% capacity. This program has operated in a deficit for many years. This is an issue to look over and discuss in further depth. Location, fundraising for the program, and hours are all issues that could be adjusted to maintain the program. This will not be considered for this fiscal year, but for in future years.

### **Quality Assurance – Frank Vonch**

#### **CQI/Risk Management**

*Absent – Frank will send out the latest CQI Report*

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

**Next Meeting: Thursday, September 20, 2018 5:00 p.m. Ottawa Office**