

Board Meeting Minutes

September 20, 2018

Room C – Ottawa Office

Present: Katie Bagley, Cherie Reynolds, Melissa Hulse, Steve Bouslog, Jeff DeMoss, Marty Ricconi

Absent: John Armstrong, Brian Towne, Dani Brown, Robert King, Joan Boldan

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

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

Motion was made to adopt the agenda – Moved by Steve Bouslog, 2nd by Cherie Reynolds, All passed.

Motion was made to approve the July 2018 Board Minutes – Moved by Melissa Hulse, 2nd by Katie Bagley, All passed.

Day Care Suspension of Operations/Recommendation

Melissa made note of thanking for moving this item up on the agenda as she must leave early.

The Day Care Center has had financial difficulties since taking it over. YSB has made the commitment to it due to the nature of its purpose melding well with our Mission, and the desire to help families in need. We have tried many ideas to raise money for the CDC since 2013. It has never been enough. The Day Care is licensed for 53 children, but having more part-time help at the time, we have served up to 60+ children. Currently, the Center is serving 22 children. Even while operating at a higher capacity, the Center has still operated at a deficit. The Housing Department has been letting YSB rent the space for \$1, but once we vacate the property, they will close it up and possibly demolish the building. In April, when YSB was up for relicensing, the agency had to make \$9K worth of repairs.

A few weeks back, four staff members resigned at once. When this occurred, Frank assessed the situation with the Director of the program, Reggi Gerding. Frank mentioned that if there is an issue within the agency, then the staff members should be able to come to their Supervisor to discuss any problems within their program. The exit interviews were done separately, but they all were consistent with what was said between all of them.

Frank feels that there is not much else to change within the program to make it work. Going back to Fiscal Year 2008, the Center has been carrying a \$20-\$40K loss annually. That adds up to approx. \$400K that could have been used to enhance other programs. The United Way in LaSalle has been very supportive of the Day Care Center. Frank has spoken with the Executive Director to inform her of our plans to suspend the program. He spoke of possibly being able to transfer funds that are to be used for the Day Care Center to other programs we offer within the LaSalle/Peru area...mostly towards YSB's Outreach/Crisis/Youth programs. The United Way Board will review a packet of information put together and discuss for approval or non-approval. If it is no, then YSB will have to reapply for funds to the United Way like we do with all other United Way offices. This is a good time for this to happen as the attendance in the Center is so low, which would impact fewer families. The proposal to close the Center is based on several reasons, partially because we couldn't stay open due to licensing reasons with too few instructors. DCFS is aware of what is going on.

A recommendation is being made to Board to close the Center permanently effective September 30, 2018. All items and assets in the program will be inventoried and then used within other programs, or offered to other social service agencies. This will happen over the next few weeks.

The United Way normally gives YSB approx. \$33K per year for operations of the CDC. We would not have to return any funding to the United Way as they pay on a monthly basis, and we have notified them of operations being

suspended/ended for the end of September. There are 3 remaining staff at the CDC. There is nothing in the agency at this time to offer the remaining staff. Most staff at the CDC do not have a Bachelor's Degree, which is required of most positions. The 3 remaining staff are working on final paper work, inventory, and billing. The families are working to find back up day care, whether it be through family or taking to other day care centers. Some families receive subsidies for having the children attend the Center. It is concerning for the families to scramble to find new Day Care options.

The issue of closing the CDC has been spoken about approximately every 2 years.

Marty entertained a motion to approve the recommendation from the Executive Director to permanently close the Child Development Center as of September 30, 2018, Steve Bouslog moved, 2nd by Jeff DeMoss, All Passed.

Treasurer's Report – Dave Conrad

August Financials – Dave sent out a copy of the financial statements. The agency is relatively close to budget. There is currently a minor loss. The majority of fundraising is done in the second half of the fiscal year, so that shows on the budget as a loss. Foster Care and Intact are currently very close to budget.

Marty entertained a motion to approve the Treasurer's Report, Cherie Reynolds moved, 2nd by Katie Bagley, All Passed.

DCFS excess response/Longevity pay out – Dave explained that with all of our grants, we have to spend 100% of the money. With Foster Care and Intact, we bill clients on a monthly basis and get reimbursed for it. The contract states that we can keep 7% of excess money which must be reinvested within the program at some point. YSB cannot spend all of the money every year, so DCFS has gone back from FY14 through FY17 and found that there is excess revenue that must be used. These funds must be spent going forward in Foster Care. YSB cannot pay workers what DCFS pays staff for the same job. Since YSB bills out monthly, we may not have the same excess from month to month and that is how the agency must budget the money, which would affect excess money. The agency has submitted a financial plan involving training expenses, capital expenses, etc. to DCFS, which we have not heard back about yet. DCFS is supposed to review Foster Care every year, next year they will add Intact to the review. Once the agency has received a response from DCFS, Frank and Dave will inform the Board.

Every worker who has direct case loads in Foster Care will be receiving a longevity pay of \$1000, as well as paying the payroll tax. The money has been received from DCFS. Qualifying staff will be receiving this payout on the upcoming payroll (a second and third payment of \$500 each will be given out next year). A second bill has been sent to DCFS to cover FICA on this payout. 31 staff members qualify. All staff members have been made aware of what is going on with this payout.

Audit – Auditors will be at YSB next week. Audit information will be reported at the November Board meeting.

Staff Report – Sherri Nestmann

Quality Improvement Department – It has been recommended to have Board interact with staff and what they do. Sherri is here to discuss her role at YSB. She discussed the Continuous Quality Improvement (CQI) Program at YSB. Each of 13 teams within YSB meets on a Quarterly basis to discuss ways to improve programs at the agency. Surveys, peer reviews, and improvement projects are all reviewed at the end of each quarter. The information is reviewed to see what can be improved upon. This information comes to an agency wide CQI executive committee consisting of Frank, Sherri and all of the team leaders. CQI is very staff based as every employee is involved in CQI in some capacity. Sherri passed out information and asked the Board to review. Frank further elaborated on the CQI process. This process is meant to start at the staff level and move upward. CQI is a check and balance on everything that happens within the Agency. COA was very impressed with the CQI process and efforts made by the

agency. As a side note, Sherri has received the Congressional Angel Award, one of the very few people in the State of Illinois who has received this for her work in the field of adoption.

Building and Grounds Committee Report – Frank Vonch

Status on Buildings – A meeting with the Building and Grounds Committee was held a few days back to summarize what is going on in each of the facilities. The biggest issues are that the Glen Ellyn Office lease is up in December of 2019, which will be reviewed, and maintenance issues at each of the offices. A grant was received for maintenance issues and new furniture in the Aurora office. A Fire Marshall from each area reviewed and passed each office for inspection. The agency will be looking into finding a new office for the Intact Program in Woodstock. The current building is not ideal for the current program situation. A monthly maintenance checklist has been put in place for each office. This will be given to each office manager to review and fix any issues that have arisen. Also, the Staff Service Committee is being restructured and will reconvene in October to help deal with issues in each office. Visiting rooms in Rockford are having improvements done on them, which include having the carpet removed and tile (from Kohl's) put in, painting and cleaning.

Board Development Committee Report – Frank Vonch

Frank has a new candidate to introduce for membership on the Board. Dr. Sandra Labak-Ivanauskas, who is a doctor in Mercy Health in Rockford. She has attended the Bids for Kids and Blue Tie Affair events in the past, and has helped in selling tickets and donating towards the agency. She is very interested in being involved in an agency that works for the improvement and protection of children. She loves to help in fundraising and promoting events.

Marty entertained a motion to accept Dr. Sandra Labak-Ivanauskas as a new Board Member beginning November 2018, Cherie Reynolds moved, 2nd by Katie Bagley, All Passed.

Personnel Committee – Steve Bouslog

Executive Director's Evaluation – The Personnel committee has been working in developing an evaluation process to be used in evaluating the Executive Director. It is important for all board members to have the opportunity to evaluate this position. Each board member will complete an evaluation. The Personnel committee will collate them and present the results back to the Board in November. Names will be posted on each evaluation, but they will be anonymous when presented back to the Board and the Executive Director will not see the evaluations. Frank will receive a score based on the average of all evaluations. The Executive Director will get a report showing the average of all the evaluations. This is a work in progress. It will be discussed further after his evaluation and changes will be made as needed. Frank will develop his own report based on his own goals. This report will be distributed within a couple of weeks. A deadline will be set for the return of this evaluation.

Personnel Handbook Vote – Joyce sent the updated Personnel Handbook out, which were reviewed by which was voted on electronically.

Marty entertained a motion to approve the Personnel Handbook Updates, Steve Bouslog moved, 2nd by Jeff DeMoss, All Passed.

Executive Director's Report – Frank Vonch

Frank handed out a copy of the Executive Director's Report. He mentioned a Supervisory meeting which was held earlier in the month in regards to several issues that needed to be addressed.

Marty entertained a motion to approve the Executive Director's Report, Steve Bouslog moved, 2nd by Cherie Reynolds, All Passed.

Marketing/Development – Sue Trost

The Annual Report is currently being worked on. It should go out by the beginning of October. We will be receiving

another Mattress donation from Sealy Therapeutic through Sherman's and Tempur-Pedic. This will be the third donation, which will be distributed to YSB clients. They periodically call us to say they have more mattresses to donate. Sue will send the mattress donation link to Board members. It will be forwarded to the Chamber and sent out as an e-blast. She is also working on getting a sheet donation as well. Sue will begin work on the Star Tree in early October. Foster Care Christmas Parties will not be happening this year. A staff newsletter has been made and will go out quarterly.

Old Business

September 28th Staff Picnic – This will happen on Friday, September 28th at Hopkins Park Shelter in Dekalb. This will be a relaxing event for staff. It is also a chance for staff to connect to other staff from other offices. Frank will give an informational speech to all staff. All Board members are invited to this event. Staff members from several offices are helping to organize this event.

All Agency Training on November 16th at Grand Bear Lodge – Frank is organizing an All Agency Staff Training at Grand Bear Lodge on November 16th. The agency has previously used this facility. The contract from a few years ago was kept intact with the exception of rising food prices. The emphasis will be on Training in Trauma. This will be similar to trauma training with ICOY. Frank will also touch base on the upcoming reaccreditation with COA in 2020.

Solutions Counseling Expansion in Aurora/Glen Ellyn – The Treatment Program is expanding in Aurora and Glen Ellyn. A new licensed therapist has been hired. A PR campaign has been set in motion by Treatment and Marketing/Development to help find companies in the Aurora/Glen Ellyn area who are willing to partner with us in this expanding program. In six months, the agency will assess the program to see if there is a need for more expansion.

New Business

Grants – The agency is working on looking for more grants that can be attached to our programs. Several grants have already been received. The Bersted Foundation will be funding \$5K for Foster Care recruitment of regular and Medical foster care homes by showing PSA's on movie theater screens and in the lobby areas. This will begin in October. Other grants that are being applied for include "Wheelchairs for Kids" (medical equipment), "Mattel Toys" (Toys for Christmas), Naperville Ribfest (our participation previously in July allows the agency to apply for a grant now), Dupage Foundation (expanding the agency Parenting Program), Kiwanis Club in Rockford. These grants help the agency by keeping from using money for these issues out of the operating expenses.

UAW Golf Outing on August 25th – The UAW is run by Ron McInroy, who has been very generous to YSB over the years. We have received a donation from the UAW Golf Outing, which is held at Deer Park Golf Club for many years. YSB has received \$6,900 from this outing thus far. There will be another presentation to YSB in October.

Ottawa United Way 2019 Blackout Period – The Ottawa United Way has new Board Members who have pushed to abolish the Blackout Period for Ottawa area agencies and businesses in 2019. The blackout period runs from September through November each year.

Motion made to adjourn by Steve Bousog, 2nd by Katie Bagley, All passed

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