

Board Meeting Minutes

March 21, 2019

Room C – Ottawa Office

Present: Jeff DeMoss, Steve Bouslog, Sandra Labak-Ivanauskas (Phone),
Brian Towne (Phone), Robert King (Phone)

Absent: Cherie Reynolds, Marty Ricconi, Katie Bagley, Dani Holland

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

Jeff DeMoss called the meeting to order at 5 p.m.

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

Motion was made to approve the January 2019 Board Minutes – Moved by Steve Bouslog, 2nd by Robert King, All passed.

Welcome to Reggi Gerding – Hope House/Presentation to Reggi for 30+ Years of Service

Reggi is attending the meeting to discuss the Hope House Program. It is a supervised visitation and exchange program. The agency will only take referrals from the court requiring supervised visitation in cases of domestic violence in the family, usually involving the father. In the past year, the program has seen a few mothers coming in for visitation rather than the father. Deb Wackerline is the only staff member in this program. She runs 7 to 10 cases at any given time, involving an hour of supervision per week. These cases can be highly emotionally volatile, with feelings of hurt when the parent cannot see the child as they have in the past. It is typical for the child's best interest to be overlooked by the parent in these cases, making them more difficult to deal with at times. It is a tough program that deals with much anger. Parents will cooperate until the court decides that visitations can resume as they used to, in their home. Half the cases turn out this way, the other half, the parents write the child off. Deb will market the program by being in contact with local attorneys. The 708 Board funds the program, so it is free for residents (at least one parent) of LaSalle County, but anybody outside the area must pay a fee. The agency doesn't find out the details of each court case. We are here to provide a safe place for visits. Deb is a part time worker. These visitations happen all week long, including weekends. Deb's schedule is flexible to each case.

The police have not had to be brought into cases recently, though when the program was previously larger, service to Bureau and Grundy counties, there had been a few cases of police involvement. After several years of receiving federal funding, it was found that the demand was low, so the agency lost the federal money and downsized it to one county with funding coming only from the 708 Board.

Frank explained that Reggi is retiring at the end of March, after 34 years of service. Jeff Demoss explained that Reggi began work with YSB on March 11, 1985 as an Outreach worker under the Supervision of Dave McClure. She was promoted to Outreach Supervisor in 1990. It was quoted by one of the staff at that time that "Reggi displays a sincere enjoyment in her job that helps workers around her maintain a positive attitude". She has overseen the Daycare Center, Hispanic Services, Runaway and Homeless Services, Outreach, Hope House, and has become YSB's main grant writer. Reggi said she is ready to retire. Jeff thanked her for dealing with some tough circumstances and the emotions that clients will display. Jeff thanked not only Reggi, but also everybody at YSB for helping the youth in our agency to overcome their obstacles and become healthy members of society. Congratulations to Reggi on her retirement! Reggi pointed out that many people have been with the agency for many, many years, and that speaks to how good the work of this agency is. Jeff presented Reggi with a Certificate of Recognition for 34 years of dedicated service to YSB. Reggi thanked everybody and a picture was taken.

Steve asked if we do anything for staff, other than a certificate, who have been with the agency for a significant amount of time? Joyce explained that staff receive money and a certificate for each 5 years that they have been with the agency. These don't necessarily happen upon retirement.

Treasurer's Report – Dave Conrad

February Financials – Dave explained that the financial statements have been issued to all Board members and that at 8 months through the fiscal year, the agency is on track to the bottom line. A small surplus was anticipated and that is where the agency currently stands. Both revenue and expenses are down proportionately. Revenue is down due to lower billing rates in child welfare, as well as due to the closing of the Day Care Center. Fortunately, more expenses were lost than revenue. There have been no unusual expenses or surprises during this quarter. The agency is close to a break even point in the budget.

Jeff entertained a motion to approve the Treasurer's Report, Steve Bouslog moved, 2nd by Jeff Demoss, All Passed.

United Way Applications – Jeff Demoss has signed a couple of United Way renewal contract applications, including Streator and Ottawa. Bureau County should come within the next month. They require a signature from the Board President and the Executive Director. The United Ways review their contracts and commitments annually. YSB is in a partnership with them and we need to promote them, including placing their logo on our correspondence. We must abide by their black out periods. Dave will annually and briefly mention that.

Bank Signature Cards – Reggi is an official bank signer for YSB. Since she is leaving, she will need to be replaced. Jeff Demoss will be added as a check signer. A board member is not necessary to be a signer, but it is good to have one just in case of an emergency.

Line of Credit – The agency has a line of credit at the bank up to \$975,000. Over the past couple of years, the agency has had to dip into this line of credit only a couple times for payroll, etc. When the agency didn't have a budget from the State of Illinois, the line of credit was increased to what it currently is. This line matures in July. The agency will ask the bank for renewal terms.

Marketing/Development – Sue Trost

The Blue-Ribbon campaign is ready to go. There are 50 to 60 businesses in our service area that will be taking baskets of pins and ribbons to hand out. Volunteers will be standing out in front of Handy Foods and Financial Plus Credit Union to offer YSB information and collect money. The "Pack the Place" fundraising event will be held at The Lone Buffalo on Thursday, April 4. Please share this information with friends and family. The newspaper have been contacted to write stories about a foster care family at YSB during Blue-Ribbon Month.

The flyers for Trivia Night have been mailed. The letters for sponsorship were mailed 2-3 weeks ago. Many businesses have been contacted to share the Trivia Night information. Constant Contact has also been utilized to push the event. The follow up for the sponsorship calls will be done in another week or so. There will be no live auction at the event this year. Anything we have to live auction will be done online over the next several months.

Jeff Demoss will donate two Bears tickets and a tailgate party this year. He will be in touch with details. There are several Marquette Academy students who may be able to volunteer as well. Jeff will give Sue the contact.

If anybody has any ideas for donations, silent auction items, baskets, etc., please let us know. Jeff will ask his HR people if they would like to have a basket of ribbons where he works.

There will be a Marketing/Fundraiser meeting at Dr. Labak's office on April 3rd. There may be other options for fundraising throughout the year within each facility.

Committee Reports

Building and Grounds Committee Report – Frank Vonch

Glen Ellyn Lease Expiration – This lease is up at the end of this year. The agency has met with the landlord to get the ball rolling. They sent the agency a proposal, which the agency countered with a no. It was initially a seven year lease, which we can no longer do for that long. Glen Ellyn hasn't been hit hard economically, but the agency will wait and see if we can stay in the same location, or if we will move.

Board Development Committee Report – Frank Vonch

The meeting has not happened yet. Melissa Hulse, who was going to chair that, had to resign from the Board. There are currently a couple potential candidates. Frank encourages the Board to point out any persons of interest to him, and he will then get in touch with them.

Personnel Committee – Steve Bouslog – Steve outlined the Personnel Committee's recommendation to the full board on Frank's salary adjustment and contract extension. Both items – salary adjustment and extension of the contract through June 30, 2021 were accepted by unanimous vote of 5 present board members. All other members not present have until March 28, 2019 to vote by e-mail to the HR department.

Also, Steve stated that the Personnel Committee recommended that at the next contract renewal, the agency's legal team should review the contract.

Executive Director's Report – Frank Vonch

Princeton Rotary - The Princeton Rotary Club has donated money \$250 this previous week. Every dollar helps this agency, and Frank thanked them personally.

COA Status Update - COA Reaccreditation will begin this April. The application will be submitted at that time and there will be a visit to the agency in September of 2020.

Reggi Gerding Replacement - There has been a new Supervisor hired to replace Reggi Gerding. Reggi will provide consultation moving forward. The new Supervisor is Lindsay Rossi. She had served in numerous program roles within the agency including Outreach, SOC, and Intact programs.

Basic Center Grant - The Basic Center Grant is up for renewal in April. It is a 3-year federal grant. Reggi has been working on this grant, and the new Supervisor (Lindsay Rossi), along with Reggi (who has agreed to help in the transition with this) and several others, will be involved in working on this grant and submitting it. There is no guarantee that this grant will be consistent as it has been over the past few years. Our agency can be dwarfed by agencies up in the Chicago area.

Frank explained his process for finding Reggi's replacement. Reggi and HR conducted interviews, and Frank was given pros and cons of their three final choices, which he decided from. He explained that there has been office gossip in regards to this process, but this has been dealt with.

Lindsay began in the Outreach Program, where her passions lie. She left the agency to work at a counseling agency in Streator. She ended up back in YSB in Intact Program, which works with children that have a risk to move into foster care and to prevent family issues before it comes to that. Her Intact position has been filled as well. The open positions are being advertised for. The agency uses the INDEED, Zulu, and Monster apps, which has been the most successful avenue, to search for potential employees. We also use newspapers, our website, with ICOY, and with e-mail. Joyce explained that we also use a human resource committee, which goes out to every non-profit agency. Joyce will also put job postings on the unemployment site, which is required by law. Jobs are also posted on Twitter. Frank mentioned that some non-profits are having their workers contacting our agency workers to recruit them to their agency, which makes it difficult to keep employees.

Children Home and Aide Agency withdrawal from Central Region – This agency announced last week that they are dropping their entire foster care program due to financial reasons. This is critical as more and more workers are choosing not to pursue smaller child welfare service agencies for several reasons, including pay, stress in the job, and workers moving over to DCFS.

Motion made to accept the Executive Director's Report by Dr. Labak, 2nd by Brian Towne, All passed

Old Business

Annual Risk Report 2018 – This has been sent out to all Board. This is a comprehensive report. Any issue that had occurred last year, have carried over into this year. The Human Rights situations have been concluded in favor of the agency. There may be more issues arising in the future from the EEOC, with additional complaints made to them by the person who filed the original complaint. There were also two former employees who filed with the EEOC. One had been thrown out as it didn't meet their standards. The other complaint was based on supposed discrimination, the agency has given an exhaustive response to this complaint. The agency has also been working the Inspector General, who was notified about the termination of two employees who had violated policies. The Inspector General asked for more information in these cases, which the agency has complied with.

These issues pose risk to the agency as they cost a large amount of money. The agency does not recoup the cost of these legal issues.

New Business

Salary Recommendations and Implementation – Frank proposed new salary recommendation levels during this year's staff reviews. They range from 0 - 2.5%, with an additional 0.5% to those who go above and beyond their job requirements, and then an additional 0.5% up to 3.5% total for those who show exemplary skill and commitment within their job. Supervisors had to give 2-3 reasons for why an employee deserves this additional raise beyond their job descriptions at each additional level. 92 employees qualified for salary adjustments. 3 "above and beyond" were brought to Frank's attention. The supervisors took this seriously. This process has given supervisors a better framework on how to critique their staff. This process has been a great success.

COA Status Update – Frank will send more information as it comes in.

Longevity Pay for the 1st six months – DCFS offers this to certain employees. YSB has no control over this distribution. We are waiting for the payments from DCFS. They are currently 3 months behind on sending it.

Basic Center Grant up for renewal (3 year grant) – This is federal funding for the Outreach Program. Currently being worked on. YSB is part of an advocacy group who reviews the grant (and every federal grant in the nation) and scores it.

Children Home and Aide Agency withdrawal from Central Region – See above.

Quality Assurance

Quarterly CQI Summary was sent out – This has been completed and will be mailed out within the next week.

Motion made to adjourn by Steve Bouslog, 2nd by Dr. Labak, All passed

Next Meeting: Thursday, May 16, 2019 5:00 p.m. Ottawa Office