

Board Meeting Minutes

May 16, 2019

Room C – Ottawa Office

Present: Cherie Reynolds, Marty Ricconi, Katie Bagley, Steve Bouslog (phone),
Sandra Labak-Ivanauskas (Phone), Brian Towne (Phone)

Absent: Dani Holland, Jeff DeMoss, Robert King, Dave Conrad, Sue Trost, Joyce Garbs

Present (Staff): Frank Vonch

Cherie Reynolds called the meeting to order at 5:04 p.m. (Jeff Demoss could not make the meeting due to a family emergency.)

Motion was made to adopt the agenda – Moved by Marty Ricconi, 2nd by Dr. Labak, All passed.

Motion was made to approve the March 2019 Board Minutes – Moved by Katie Bagley, 2nd by Marty Ricconi, All passed.

Treasurer’s Report – Frank Vonch (Dave Conrad is absent)

April Financials – There is currently a \$3K surplus. The agency is budgeted for a \$14K surplus. The agency is lower on expenses for the most part. The attorney fees are higher than they normally are, due to human rights and EEO issues. Otherwise, the financials are close to where they should be. Marty mentioned insurance money to be distributed to YSB for liability on Human Rights and EEO issues. Frank said this has been delayed. The agency has had to cover the first portion of these bills, and has submitted all the billings that we’ve received but these agencies say our attorney must submit them. The agency may have a continuing issue with these agencies in the future.

A motion was entertained to approve the April Financials, Katie Bagley moved, 2nd by Marty Ricconi, All Passed.

401K Audit Amendment - Frank handed out a 401K amendment, also called a “Sweep Agreement”. Our plan currently allows staff to keep their money in a 401K account for an indefinite amount of time after they leave the agency. In order to remove some of the smaller accounts, a suggestion has been made for balances vested less than \$5K to be given the option to move or receive their money. If no option is taken, accounts under \$1K are paid out. Balances between \$1,001 and \$5,000 will automatically be rolled into individual accounts. By doing this sweep agreement, it cleans up the small balances. It does not affect the fee structure, as we are receiving the reduced fee since there is more than \$2M in the accounts.

*A motion was entertained to approve the Sweep Agreement to the 401K Plan as presented (**Balances [vested] less than \$5,000 are given options to move or received their money. If no option is taken, accounts under \$1,000 are paid out. Balances between \$1,001 and \$5,000 will automatically be rolled into individual accounts.**), Steve Bouslog moved, 2nd by Dr. Labak, All Passed.*

Agency Credit Line – The agency has not had to use this line of credit much, which is currently at \$975,000. It was up for renewal. The bank said that lines of credit must be justified on their end, and have asked for the agency to reduce to \$875,000, as long as it could be bumped up if need be in the future. The bank agreed with that. The interest will stay the same as it was before.

A motion was entertained to approve the Credit Line, Brian Towne moved, 2nd by Katie Bagley, All Passed.

Audit Engagement Letter – The audit process is beginning with Sikich again. The engagement letter has been sent to them.

United Way Applications – Frank would like to find a way to raise money where the agency would not have to receive money from the United Way. Each United Way is different. Some are easier to deal with. Money is asked for from each United Way to cover particular programs, but none of them cover all of our programs. Frank will discuss this further with the Board in the future.

Marketing/Development – Frank Vonch (Sue Trost is absent)

Frank discussed the Trivia Night coming up Saturday. There are currently 10 online auction items that are available to bid on. There will be another added tomorrow. The silent auction turnout has been good with 22 items. There are 23 raffle baskets. The sponsorships have stayed the same as last year, for the most part. Frank listed the sponsorships paid. There are about 15 teams signed up with 10 people on each team. Brian Towne will be the Emcee at the event. Online Auction links can be sent to anybody to bid on. There is also a link on the YSB Facebook page to get to the auctions. These bids will stay up until May 24th at Noon. Promotional materials will be at the event. We were hoping to fill 20 tables.

Committee Reports

Building and Grounds Committee Report – Frank Vonch

Glen Ellyn/Aurora/Woodstock Leases – There are several leases that will be up soon. A new location has been found for the Woodstock location in Crystal Lake. It is in move-in condition and furnished. A 2-year lease agreement has been worked out with the landlord. After that, we may have the option to stay for an additional 3 years if the agency still has the need for it. The agency will take this location on July 1.

The Glen Ellyn office is ending a 7-year lease. The agency is not interested in signing a lease like that again due to state funding issues. The Aurora office and the Glen Ellyn office are about 18 miles apart, and geographically they do not have much difference in our cases served in the area. Frank spoke with the Aurora landlord to see if they have any extra space to rent to the agency. They do, and it will only require putting a few entrances between the two spaces for access. The extra space will amount to about half of what is currently in Glen Ellyn, but it is manageable for the staff that will be moving into it. It will be given to us for a fair price and there will be no maintenance charges. Combining the two offices will save the agency money. The agency will not have to vacate Glen Ellyn until December 15, but we can possibly move out a few months earlier than that as the Aurora landlord has said we could move in earlier and not pay the updated rent prices until December. No staff will lose their jobs in combining these offices. Frank mentioned allowing staff who get their documentation in on time to remote work in from home two days a week. This will help with babysitting costs for these employees and free up space in the offices. It could be a reward for those workers who do their work on time and well. This is being looked at as a possibility.

Board Development Committee Report – Frank Vonch

If each Board member could contribute one person as a potential board member, please give that information to Frank to contact.

Personnel Committee – Steve Bouslog

Nothing at this time.

Executive Director's Report – Frank Vonch

Marty questioned the numerous contract violations outlined from the AP monitor. There is a corrective action plan in place in Rockford due to this. Frank listed the issues that have surfaced in this area and shared his thoughts on. Supervisors must be aware of what each worker is doing. Protocol and documentation is not being followed

through as it should be, and a plan is in place to correct this. The specific corrective action plan for May that Frank discussed will be revisited at the next Board Meeting.

Motion made to accept the Executive Director's Report by Katie Bagley, 2nd by Brian Towne, All passed

Old Business

COA Agreement/Fee – The application to COA has been sent in. The agency is up for reaccreditation next year, and the amount we have to pay to be reaccredited will be reimbursed to the agency by DCFS as it is required for us to do this.

Status of Filings, Past Employees (Summary) – The agency has won the Human Rights case brought on by a previous employee. This employee has now gone to the EEOC, which is being reviewed and will likely go to the next level. The agency hasn't received word on a second filing as of yet. A third filing was thrown out from the EEOC.

New Business

HR Affirmative Action Report – This report is done annually. It is filed with Affirmative Action.

Longevity Pay for the 1st six months – The money for the first six months has recently been received. All staff that are eligible will receive this at this time. DCFS made an amendment to state that case aides will also be receiving this money.

Basic Center Grant up for renewal (3 year grant) – This grant runs our Runaway and Homeless Youth Programs. The agency is in the process of redoing this application. Reggi Riley, who recently retired, is consulting with Lindsay Rossi, who is currently overseeing this grant application. The due date is in July.

Summary of McHenry Case (YSB Involvement Timeline) – Already done for the Board.

Annual Staff get together in June – The staff gathering will be held on June 28th at Four Seasons in Sycamore. It will involve bowling, games, food, and other activities. The Board is always invited to these events and are encouraged to attend. This will be sent out on an e-mail reminder.

Quality Assurance

Quarterly CQI Summary will be sent out – The Quarterly CQI summary was worked on last Friday. As soon as the report is completed, Frank will send it out to the Board. COA will be the next strategic plan for the next four years.

Motion made to adjourn at 5:51 p.m. by Katie Bagley, 2nd by Marty Ricconi, All passed

Next Meeting: Thursday, July 18, 2019 5:00 p.m. Ottawa Office