

# Board Meeting Minutes

July 18, 2019

Room C – Ottawa Office

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

Absent: Dani Holland, Robert King

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

**NOTE: The call-in number has changed to 1-515-604-9099, Pin 408-050-375#**

Cherie Reynolds called the meeting to order (Jeff DeMoss was on the phone) at 5:00 p.m.

*Motion was made to adopt the agenda – Moved by Katie Bagley, 2<sup>nd</sup> by Marty Ricconi, All passed.*

*Motion was made to approve the May 2019 Board Minutes – Moved by Steve Bouslog, 2<sup>nd</sup> by Brian Towne, All passed.*

## **Redeploy Presentation – Cindy Robinson**

Will not be able to present. This will be moved to the next board meeting.

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

**June Financials** – This is a preliminary report. The books will be open until the audit is over in the fall. There are not too many adjustments to be made in that time. The agency is closing the year out as anticipated. Revenues are down, as are expenses. Revenues are down in child welfare programs, which have two different billing levels. Some of which are billed at a lower rate. Also, the Child Development Center was closed down this past September, therefore the agency lost 9 months of revenue from it. Part of the revenue from the CDC was reversed out as it was counted toward the budget in the previous fiscal year, but due to the lack of funding for it, it needed to be updated in the budget for the end of the year. This will show a substantial difference in the final budget. This was not a cash situation. Expenses are down in proportion to Revenue. A \$17K operating surplus was anticipated, but the agency is finishing with approx. a \$70K deficit.

DCFS Foster Care contracts have us bill on a per case basis. DCFS expects the agency to spend all of the excess money within the foster care program. In the past, there has been extra which went toward the surplus, but if this money is not spent, it must be returned. This year, we've had to spend excess revenue from the past. This shows a loss in the Foster Care program for this year. \$39K of the overall budget was an adjustment with the auditors, so the loss is not significant. Frank added that another \$15K was lost due to the CDC closure, where families applied to receive free food through the CDC. All this considered, the agency came to a break even.

*A motion was entertained to approve the June Financials, Katie Bagley moved, 2<sup>nd</sup> by Marty Ricconi, All Passed.*

**Preliminary Budget FY20** – Dave handed out the budget with changes to programs. DCFS gave a 5% increase for the programs. A bit of it stays with the agency, but they also gave a 5% increase to go to foster parents. The staffing ratio for supervisors has been changed. A supervisor can now only supervise 5 caseworkers, rather than 7 as before. The agency will hire a new supervisor, which is allocated in the child welfare portion of the budget. This position will be open to current staff, and also outside the agency. This is a Masters Level qualification.

Under the Community Service department, there were two small grants that we did not receive this year. These are for Juvenile Justice, and a full year without the CDC. All of the other contracts are similar to what we've been

operating on for the past few years. Dave attached a two-page budget with shows all of our departments, and he went over the numbers for each. The budget also includes a 3% staff increase.

Dave also mentioned that since the gas tax in Illinois has gone up as of July 1, it will need to be discussed going further how this will affect mileage for staff. Each penny increase in gas is about \$12K in staff operating expenses. This will be evaluated and discussed further at a later time.

Frank also mentioned that an amendment will be asked for on the Redeploy contract (which has been submitted) for additional money to fill a therapist position.

The LaSalle/Peru United Way has given us money for the CDC in the past, but the agency is asking for money for the Outreach Program.

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

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

Trivia Night went over well. We had 15 teams and made approx. \$20K through this event. Other events in which we received funds through include the Seneca Grade School 5K (\$570), and a Bicycle Poker Run (\$4,563) through JJ's Pub in Ottawa. Currently there is a school supply drive going on. Marketing is also working on a family event/fundraiser with Heritage Harbor, which is currently scheduled for October 19. A local bank is having a customer appreciation cookout that YSB will be helping out with. Marketing sent out the "Because of You" Newsletter, which was sent to all Board members. Wal-Mart Distribution is still sending pallets of items for our clients.

### **Committee Reports**

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

*Woodstock/Crystal Lake* – The move from Woodstock was made to Crystal Lake at the end of June. It was smooth, and all staff are in place.

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

*Potential Candidates* – Frank mentioned Evelyn Wright as a potential candidate. She was referred by Katie Bagley. Frank met with her and appears to be a prime candidate to be on the Board. She works at the Detention as a Juvenile Detention Officer. She has the application, which will be sent out to all other Board Members to vote on as soon as she returns it.

If anybody has any potential candidates in mind, then please let Frank know and he will contact them.

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

The committee has reviewed changes in the Personnel Policy. It was voted on recommending those changes to the Board for approval under new business at this meeting.

Joyce explained the changes to the Board including to the history of YSB, with the CDC closing and the movement from Woodstock to Crystal Lake. The facility profile and how many children we serve has also been updated. The agency is meeting all of the regulations in regards to employment. Another update within affirmative action was how to request in writing reasonable accommodations for a disability. A separate policy for pregnancy related absences has also been included. Evaluations have been expanded to include more details. The harassment policy has been expanded significantly. These are the only changes that were necessary for this year.

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

The COA reaccreditation has begun. A timeline for this process will be sent out to all board members. Please review, and at the September meeting it will be discussed more. Preparation can take up to a year. Board input will be discussed with COA.

A question was brought up about a staff corrective action plan, which was done due to issues in Intact two years ago. Frank has taken over approval for the entire Intact program due to this plan. Changes were made from DCFS in June. None of these changes impact our agency as we had incorporated the changes during the corrective action plan. The agency corrective action plan is still more demanding than the DCFS changes. A form has been devised to fill out when a case is supposed to be closed, listing all the steps needed to be taken before that can happen. This plan will stay in effect until improvement in the program has been made. Cherie asked about the timeline of the action plan going forward. In three months, there will be a clearer picture of what can be changed and fixed further. She would not like to see it get to a point where Supervisors are not doing all of their case work because Frank will be approving it. Marty asked if cutting the supervisor ratio to 5 will help? The intent is that it will. It is still necessary to pay close attention to what mistakes are happening. It was explained that all documentation must be put into a state database system (SACWIIS). There are templates to input information by. YSB training is adequate. The pool of eligible incoming employees is small. The case loads are not high in Intact, and all workers in each program only work in one particular program. This will be revisited in 3 months to review updates.

*Motion made to accept the Executive Director's Report by Katie Bagley, 2<sup>nd</sup> by Dr. Labak, All passed*

## **Old Business**

**COA Agreement/Fee** – The timeline has been mentioned above and more discussion will be done at the September meeting.

**Status of Filings, Request from OIG** – We have only received the request from OIG, but nothing more since then. We will wait to hear from them.

## **New Business**

**HR Affirmative Action Report** – Joyce spoke of this above. She added that Affirmative Action contacted YSB after they had dealt with a few cases with YSB. They asked to make sure all safety information is posted throughout the offices on bulletin boards. They asked about purchase orders from vendors, which YSB proved of our process. Since 2015 we are not allowed to ask about a criminal background, so we have removed those questions from it with a note added that if an offer for employment has been made, then the incoming employee would have to go through a criminal background check. All of this requested information was sent in to them three weeks ago.

## **HR Personnel Policy Change Approval** –

*Motion made to accept the changes to the Personnel Policy as submitted, motioned by Steve Bouslog, 2<sup>nd</sup> by Brian Towne, All passed.*

**Basic Center Grant (Completed)** – Reggi Gerding was working on a Basic Center grant before she retired from the agency in March. Lindsay Rossi has now taken over her responsibilities for this. Reggi is still consulting on this grant as it is a major endeavor. It is a large grant. July 8<sup>th</sup> was the deadline for this grant application. Frank mentions this to give light to the fact that this is no easy undertaking and Lindsay stepped up and has accomplished her task very well.

**Department Contract Changes** – These were mentioned above. The agency is still waiting for complete changes to the programs. They don't affect us too much as we have already implemented these changes in the corrective action plan for Intact.

**Annual Staff get-together, July 19<sup>th</sup>** – This is tomorrow at Four Seasons in Sycamore. This is a centralized location for the agency. The purpose of these events is to bring staff together to meet others who they do not interact on a daily basis. Rewards will be handed out to those who have milestone anniversaries with the agency.

**Quality Assurance: CQI Risk Management**

**Quarterly CQI Summary upcoming** – The quarterly meeting is upcoming and will be sent to everybody as soon as it happens.

*Motion made to adjourn at 6:07 p.m. by Steve Bouslog, 2<sup>nd</sup> by Marty Ricconi, All passed*

**Next Meeting: Thursday, September 19, 2019 5:00 p.m. Ottawa Office**