

Board Meeting Minutes

January 16, 2020

Room C – Ottawa Office

Present: Marty Ricconi, Cherie Reynolds, Katie Bagley, Steve Bouslog, Jeff DeMoss, Evelyn White-Simmons, Bill Pfalzgraf, Dr. Sandra Labak-Ivanauskas (Phone), Robert King (Phone)

Absent: Brian Towne

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

Please state your name when you make a motion. Thank you!

NOTE: The call-in number is 1-515-604-9099, Pin 408-050-375#

Jeff DeMoss called the meeting to order at 5:00 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 November 2019 Board Minutes – Moved by Cherie Reynolds, 2nd by Marty Ricconi. All passed.*

Bill Pfalzgraf was introduced to the Board, as he is the newest member. He is a former Director of Court Services of the 13th Judicial Court. He has been working with YSB for decades. Jeff welcomed him on behalf of the entire Board. Bill said that joining this Board is first thing he has accepted since he retired and is looking forward to being involved in the community. He has been involved with the Redeploy program at YSB.

Treasurer's Report – Dave Conrad

December Financials – The agency is close to being on budget for the first half of the year. Revenue is down \$175K, but expenses are even further down \$235K. The anticipated surplus is \$36K, but the agency is currently at a \$98K. Foster Care and Intact case counts are close to budget. This year many Foster Care homes through YSB are not licensed. The State pays the agency for licensed Foster Parents which gets passed onto them by YSB, and pays non-licensed Foster Parent homes directly, so the revenue is reduced, but directly, so are the expenses by how many non-licensed foster parent homes we have in the program. The revenue and foster parent payments are both down by approx. \$100K.

There is a cushion for “indirect expenses” in the DHS contract. Three years ago, they changed the budgeting process and allow the agency to add 10%. The agency advocates some of our direct expenses in this 10%.

The auditors finished last year, as Sikich came to speak at the November meeting. The agency will fill out a 990 Form for the tax return. Dave had Jeff Demoss review the 990 form, which must be turned in to the State of Illinois by the end of the year. The federal deadline was extended until May, so it will be filed at that time. The 990 and the tax return are the Boards responsibility to oversee. Dave will make this information, along with the audit and other reports, available to all Board members at any time. The Board must confirm that this information, already completed by Sikich, was reviewed and ready to send into the Federal government before the May deadline. Frank, Dave, Jeff and the auditors have already

reviewed this extensively. A copy will be sent to all Board members tomorrow. Dave will set a respond deadline for within 10 business days, and an e-mail vote will also occur.

Motion was made to approve the Treasurer's Report – Moved by Steve Bouslog, 2nd by Katie Bagley. All passed.

Marketing/Development – Sue Trost, Lauren Beck

The Star Tree program was a huge success this year. Food was donated by Local 393. Coats and blankets also came in. The Annual Report and Holiday letter have both gone out, but the final amount for those is not complete. We will be holding another Bids for Kids Trivia Night in June. Sue will keep Board informed on all counts.

Lauren also confirmed that the Stuff our Stockings holiday program in the northern region was a huge success. There were 15 total donors, 6 of them being new this year. They are also continuing to work on the all-staff gathering set for March 6 at the Painter's Union Hall in Aurora. Lauren is registered to attend a "Finding Grant Funding" workshop on February 7 at the Volunteer Center in McHenry County. Lauren has turned in a worksheet form, including an annual membership fee, to Frank as it may be a benefit to become a member of this organization and to attend the workshops that they provide.

Committee Reports

Building and Grounds Committee Report – Frank Vonch

Glen Ellyn Move – This move is done. Frank has listed the cost savings for the remainder of this fiscal year, as well as the cost savings for the next fiscal year.

Board Development Committee Report – Frank Vonch

Potential Candidates – If there are candidates that Board members know of, please send the names to Frank. We would still like to add a few more members.

Personnel Committee – Steve Bouslog

Hold until Executive Session.

Executive Director's Report – Frank Vonch

Frank highlighted recent developments to Board members. If there are any questions, please ask.

YSB has contacted other agencies (Center for Youth and Family Services) to find out what policy has been put into place regarding Marijuana/drug usage. They gave permission to use their policy, with a few minor changes. More information is coming in from DCFS as to how they are handling it, and will be presented to the Board as the policy becomes solidified. If a drug issue arises, there is a policy in place to deal with it. Frank asked for a motion to approve the policy so that it will be put in place. Marty asked if our attorney has looked at this policy. They have not. Frank stated that the other agency attorneys had looked at it and approved it through an exhaustive overview. Frank said that when the policy is done, YSB would have the attorney's look at it, and the cost to have this done is high. Marty mentioned that he would hate to learn the hard way if the policy is not good, and that it could cost the agency more in the long run. Jeff mentioned that the policy being looked at was written before marijuana was legalized, and that there are issues to still define about drug usage around children, in your car, etc. Frank asked to have the policy approved that YSB keeps in place, but if anything comes up in the future, it would be

brought to the Board's attention. Evelyn asked if there is a time frame to have a policy in place. There is no timeline, but without a policy, YSB can be held legally liable until then. Marty suggested that this be approved contingent upon YSB attorney review of this policy.

Motion made to approve Drug Policy contingent upon YSB lawyer review and approval made by Marty Ricconi, 2nd by Katie Bagley, All Passed.

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

Old Business

COA (Strategic Plan Update) – Sherri Nestmann is overseeing the COA process. All Board should receive information from her. Included in this is the Strategic Plan and Self Evaluation of the Board. The deadline for this is before January 26th The next Strategic Planning committee meeting is on February 6th, and the Strategic Planning event is on March 6th.

CQI Summary – This is the quarterly summary. This report gives an idea on all aspects of the agency. This is generated by the staff.

New Business

Illini Care – This is still scheduled to go into effect on February 1st. Like Frank mentioned at the last Board meeting, there are not many changes to expect from what we already have. There are a few issues to iron out, but YSB should be alright through this change.

Annual Salary Adjustment Recommendation – This has been moved to January due to budget issues. Last year, the format was changed to focus on performance, rather than longevity. The percentage between 0% and 2.5% can be achieved by all staff, if there are employees that go above and beyond their job description, they could fill out two additional reasons for this employee and receive between 2.5% and 3%. Mostly the same for this year. 95% of evaluations have been completed. In reviewing them, Frank feels that the reviews are being done in a more complete manner. A staff member raise is based on their performance. There is no base increase.

Motion made to approve a recommended pay increase up to 2.5% for all staff and administrative team meeting the salary adjustment criteria, that they are employed as of January 1, 2019, and are actively employed at the date of the salary increase and have not notified YSB of their resignation. In addition, if a Supervisor can write 2 reasons why this particular employee does an exceptional job above and beyond their normal work load and job description, it is written and deemed acceptable, this could result in an increase from 2.5% to 3%.

Motion made by Steve Bouslog, 2nd by Dr. Sandra Labak, All Passed.

Marijuana Policy Recommendations – See above in Executive Director's Report.

Admin Goals (For Strategic Planning) – See above in COA

Quality Assurance:

CQI Risk Management – This has been sent in.

Dave added that everyone be aware that the Department of Labor changed the rules as of January 1st in regards to what qualifies an employee to be exempt vs. non-exempt, which is a salaried employee. The change is that the minimum salary to qualify for this position. Before it could be \$23,000 to be made into a salaried employee, this year they revised it to \$35,568. This now includes our child welfare case workers. Incoming case workers will now need to have a starting salary at this level, and all current case workers working below this salary will be bumped up to it, which includes approx. 15 to 18 staff. This affects the total annualized budget by about \$45K. It will need to be adjusted for in future budgets. This should not cause a strain on the budget. Joyce mentioned that some program jobs that don't require specialized training were moved to hourly paid positions.

Motion moved to go into Executive Session at 5:43 p.m. by Dr. Sandra Labak, 2nd by Steve Bouslog, All passed

Next Meeting: Thursday, March 19, 2020 5:00 p.m. Ottawa Office