

## Board Meeting Minutes

July 20, 2017

Room B – Ottawa Office

Present: Jeff DeMoss, John Armstrong, Marty Ricconi, Cherie Reynolds, Dani Brown,

Phone: Steve Bouslog

Absent: Jim Brusatte, Robert King, Joan Boldan, Brian Towne, Rev. Rickey Bates, Peter Corgiat

Present (Staff): Frank Vonch, Dave Conrad

Frank introduced Jeff DeMoss to the board. Jeff was previously on the Foundation Board, which has recently been dissolved. Everybody introduced themselves and welcomed Jeff.

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

*Marty entertained a motion to adopt the agenda. John Armstrong moved, 2<sup>nd</sup> by Cherie Reynolds, All passed.*

*Motion made to approve the May meeting minutes. Cherie Reynolds moved, 2<sup>nd</sup> by Steve Bouslog, All passed.*

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

Committee met on June 13<sup>th</sup> with Joyce Garbs to review personnel policy and handbook. The committee voted unanimously to make those changes. The changes were posted for review by the staff for 30 days with no recommendations made. If anybody would like a copy, Joyce will e-mail one.

*Motion to approve the changes made to the YSB Personnel Policy. Moved by Steve Bouslog, 2<sup>nd</sup> by John Armstrong. All passed.*

### **Treasurers Report – John Armstrong**

Dave sent out a review of June 17<sup>th</sup> on how the FY17 fiscal year ended up. Foster care cases have been down but this has, again, been evened out by the rise in Intact cases. Revenue is down. Expenses associated with Foster Care are greater than for Intact, so overall expenses are down further than Revenue because of this. There is a net surplus for FY17. The Foundation was officially dissolved in FY17 contributing approx. \$175K towards the overall surplus. This money has been moved into a separate account and cannot be touched without approval from the Board. A final audit will be done for the Foundation this year. As of June 30<sup>th</sup>, the Foundation is completely dissolved. 3% contribution for 401K is also recognized in the FY17 numbers. Overall the agency is above what was budgeted.

Dave gave out an estimate for the FY18 budget. The state budget and several contracts, which are similar to last year, are in place and have been signed. This should make cash flow easier this year. This budget is similar to the previous year. In operations, there is approx. a \$40K surplus, which is taking into account money raised through fundraising events which will no longer go towards the Foundation. There is also a 3% salary adjustment figured into the budget, which will be discussed with the Board in the middle of the fiscal year. Approval of an increase depends on whether the finances allow for it at that point.

An additional \$25K has been awarded for the Redeploy program upon request of an increase to funds by YSB. It has been difficult to find therapists on the current offered salaries, and though revenue is not increasing for these programs, it has been decided to offset these costs by not re-hiring for positions in certain offices. The agency will also work on external referrals to keep workloads manageable. This will be reassessed with the program director in 6 months. Also, an entry level salary for a foster care caseworker will be increased by \$1K. This is all built into the budget being presented.

*Motion made to approve the Treasurer's Report. Moved by Steve Bouslog, 2<sup>nd</sup> by Cherie Reynolds. All passed.*

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

An open house will be planned for the new addition. This is tentatively scheduled for October. As soon as we have a solid date, it will be e-mailed out to everybody.

#### **Board Development – Jim Brusatte**

Jim Brusatte is absent. This will be covered at the next Board meeting. Frank mentioned there are a few candidates being considered. Jim will send out an e-mail with more information with the possibility that these future board members can be seated at the September meeting.

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

This has been e-mailed out by Frank. Much of the activity has been in regards to the State budget. This budget does not impact Foster Care as much as it does some of our other programs. Frank mentioned that he hopes the State will work on reforms with the passing of this budget so the state does not have a repeat of what placed it in this financial crisis to begin with.

*Motion made to approve Executive Director's report by John Armstrong, 2<sup>nd</sup> by Cherie Reynolds, All passed.*

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

Sue has been ill. Frank mentioned that feedback towards the location for the Blue Tie Affair (Festivities Unlimited) had been positive. Despite the Knights of Columbus being bigger, this year's flow at Festivities was more practical and flowed better. Festivities ended up giving the initial deposit back to YSB. Comments toward the food were mixed. A big complaint is that the venue removes the food too quickly. Brian Towne worked very well as the emcee. Much positive feedback towards him. Cherie mentioned that with Brian being emcee, that keeps him from bidding. This is something to keep in mind in the future. Income from the raffles, sponsorships, 50/50's, etc. had all been similar to past events. Tickets sales were low (approx. 160), so that is an area that needs improvement in the future. Cherie mentioned that these were down possibly due to the tornado, and that the timing of the event was different than the past and might have kept people away. The event will likely be moved back to mid-May.

The event grossed approx. \$41K, after expenses, approx. \$37K. This is comparable to past events.

Marty said thank you to Marketing/Development and Frank with their efforts for making this event a success.

#### **Old Business**

Foundation dissolution is complete. Papers are all signed and sent into the States Attorney office.

ICOY (Illinois Coalition of Youth) – YSB is a member of this organization. ICOY decided to work towards RFP and contacted YSB/Intact to be a part of this effort. This would not change anything YSB already does. This would affect substance abuse providers, but YSB is not having difficulties with this area. This effort would mean more meetings and answering to another organization. YSB prefers to keep corrective action plans/etc. internalized. YSB withdrew from participation in the RFP.

Foster Parents/McHenry County States Attorney criticism/removal of YSB from case. This has been based on a report done by a CASA worker. The case was reviewed by a DCFS clinical team. CASA representative and the foster parents stated that they did not feel that YSB should be removed from the case. The States Attorney is still moving forward with a hearing despite positive feedback from those directly affected by this case. One of the issues that comes up from this case is consistency in documentation. It is important to be meticulous towards keeping

accurate and complete documentation. YSB keeps a paper document as well as a digital documentation, which is public record. Frank will keep the Board informed with this ongoing case.

### **New Business – Frank Vonch**

Frank handed out an updated organizational chart. This will be e-mailed to Steve Bouslog.

Board Development – Marty brought to light an article regarding board policy, in regards to specific roles and responsibilities given to board members. It involves staff complaints and when the board should become involved. The policy encourages a timely response back to the staff member from the agency, an open atmosphere to deal with these complaints, encourages employees to have positive constructive criticism without fear, and fair and honest treatment of all employees. This also encourages employees to submit their complaints in a businesslike and reasonable way. The protocol for dealing with a complaint includes 3 steps: 1) strongly encourages an employee to begin the discussion with an immediate supervisor, and if the immediate supervisor is the problem, to start discussions with that supervisor's immediate supervisor. This should be the main avenue to solving problems. If this does not solve it, the employee can file a written grievance with the appropriate supervisor, in which the supervisor would have 10 days to respond in writing. If this does not result in a resolution, then 2) there would be an appeal in writing to the executive director within 5 days of the written response from the supervisor. The executive director has a duty to issue a decision to that employee and to the supervisor within 10 days of receiving the written complaint. 3) If step 2 does not solve the problem, then within 5 days of the employee receiving a written response from the executive director, the employee can appeal this to the Board Personnel Committee. The committee would schedule a grievance hearing prior to the next full Board meeting to deal with the complaint that the employee would like to make. Those involved in the grievance hearing would be the employee, their immediate supervisor (if applicable), and the executive director. The majority of the Personnel Committee would decide what is to happen with the complaint from the employee. If a majority is NOT agreed upon within the Personnel committee, then this would move forward to the full Board. The Board by a majority vote determines the resolution with the grievance, and then would respond to the grievant in writing within 10 business days of the decision.

It is rare that a Board member will be contacted by an employee so it is important to remember that the employee has followed a first response protocol and that they have followed the steps to solve their grievance. This gives the supervisor and executive director to deal with day to day issues effectively and without involving the Board. The Board does not want to micro-manage employees. These issues also apply to clients and (foster) parents. It is a credit to the agency that these issues don't arise very often.

To all Board members...If there are any more board related issues to discuss, please let Frank or Marty know. It is important to always be aware of these policies and to have timely reminders. Frank added that if staff have issues and are uncomfortable going to a direct supervisor or the executive director, that HR can be contacted and trusted with issues that may arise and need to be addressed. The Board's first line of action with a grievance is to contact Frank with the issue and make sure that he has been made aware of it or is dealing with it. The ultimate goal is to strive for an open environment in the workplace, and within the Board.

### **QA/CQI – Frank Vonch**

Sherry Nestmann is moving back to Illinois in September and will be joining the agency full time. There were concerns made by COA during the accreditation that Sherry lived so far away from the agency, yet were amazed that everything was put together so well. The State of Illinois is starting their own CQI process. An employee has been sent to review this upcoming process. Frank mentioned the state's lack of proper record keeping and poor performance in a federal audit where many employees' fingerprint records had been missing and as a result, many

of our employees will need to have the fingerprints re-taken. Ultimately, it is an annoyance that this has to be dealt with despite YSB keeping proper records to begin with. The state's lack of organization could possibly impact the agency on funding if the federal government decides to withhold funding from the state.

A complaint to the Department of Human Rights in Springfield, IL has been made against YSB. A response has been drafted and sent back to this department. If any Board member would like to have a copy of this response, please ask Frank and he will e-mail it out. If the response does not satisfy the Department, then it may result in an official investigation. Frank will keep the Board updated on this issue.

*Motion made to adjourn by John Armstrong, 2<sup>nd</sup> by Cherie Reynolds, All passed*

**Next Meeting: Thursday, September 21, 2017 5:00 p.m. Ottawa Office**