

**Youth Service Bureau of Illinois Valley, Inc.**

**Board of Directors Meeting**

**May 21, 2015**

The May 21st meeting of the Youth Service Bureau of Illinois Valley's board of directors was called to order at 5:05 p.m. by Jim Brusatte. The meeting was held at the Ottawa office.

**Members present:** Jim Brusatte, Matt Shinnick, Doug Patterson, Jim Bagly, Kerry Bryson, Chris Faber, Ellen Anderson

**Board Members present by phone:** Rob Riffner, Robert King, Sean Niklas

**Board Members not present:** Marty Ricconi, Peter Corgiat, Rev. Ricky Bates

**Staff Present:** Frank Vonch, Dave Conrad, Peter Woodbine

**AGENDA:** A motion was made by Doug Patterson to adopt the agenda for the meeting, seconded by Kerry Bryson. The motion carried.

**PREVIOUS MINUTES:** It was moved by Jim Bagley and seconded by Robert King to approve the minutes from the March meeting. The motion passed.

**TREASURER'S REPORT:** Dave Conrad reported that revenue continues to be down, but so are expenses. Payroll is down and mileage, even after two increases is still below budget. We have a surplus—the projected surplus was \$57,000. Two programs, the Hispanic program and Community Services were suspended in early April by the Governor. They have been reinstated and we will be reimbursed for any expenses occurred while the programs were suspended. Kerry Bryson moved, seconded by Robert King to accept the Treasurer's Report. The motion carried. Dave reported that we need to request a renewal on our line of credit. We had a 2 year contract that is expiring. We should request the same rate—somewhere between 4.25 and 4.50 for \$975,000 for another two years. Kerry Bryson moved, seconded by Robert King that we request the renewal on our line of credit. The motion passed. Dave reported that the finance committee recommends that we use Sikich for our annual audit for the end of FY 2015. There is a 3% increase for their services. They actually perform three audits for us. Cost would be \$25,400. Jim Bagley moved, seconded by Matt Shinnick that we use Sikich as our audit firm this year for the stated cost. The motion carried. YSB receives three federal grants and one DHS grant. We are required to raise matching funds. Dave is requesting that the Foundation board release \$6,500 to be used as the matching funds. Approval by the board will need to be followed up by a formal written request by Jim Bagley. Ellen Anderson moved, seconded by Kerry Bryson that the board release \$6,500 in matching funds. The motion passed. When we have excess funds, DCFS needs to know how we will use them. When we acquire surpluses, we must use it or lose it. We can keep up to 7% of a surplus for use in future years. We have used surpluses to fund mileage, raises, and to supplement the counseling program. Frank has recommended that we take this year's surplus and put a certain percentage of each employee's salary into their 401K accounts. The board could also elect to transfer a flat amount into everyone's 401K. About 80% of the staff have 401k accounts. For those who don't, it will help them start one. The benefit would be restricted to those employees who have been employed by YSB for the entire 2015 fiscal year. Matt Shinnick moved, seconded by Jim Bagley to use the excess funds to augment the employee's 401K accounts at the rate of 3%. The board approved.

**401(K) PLAN STATUS:** Six vendors met with the finance committee and reviewed their plans. The committee will make a decision regarding their choice and inform board members.

**COMMITTEE REPORTS:**

- **Building & Grounds Committee:** Ellen reported that the committee did not meet face to face in the last two months. They have a revised bid from the architect who has answered all their questions. They are trying to determine how they can incorporate volunteer work from the trades into the estimate. Ellen approached Dan Aussem from the Illinois Valley Contractors Association. He will meet

with the committee and Dave Conrad to review the estimate and make recommendations. Dave Conrad will be setting up the meeting date. The goal is to begin construction in December 2015 and/or January 2016 when the trades are slow. The electrical contractor from across the street is still interested in purchasing our property. If he submits a bid to the committee, it will be brought before the board.

- **Board Development Committee:** Jim Brusatte reported that there is no new activity. He asked all board members to be on the lookout for new members. We need a diversity of region, profession and race. Rev. Bates has someone who may be interested. Judge Brusatte will follow up with him.
- **Personnel Report:** Judge Brusatte sent a letter to the committee before the meeting. The committee is responsible to review personnel policies and update them. They are also responsible to review staff wages and salaries. The Executive Director's salary needs to be discussed. It was decided to do this in Executive Session at the end of the meeting.

**EXECUTIVE DIRECTOR'S REPORT:** There were no questions or comments regarding Frank's report. Doug Patterson moved, seconded by Matt Shinnick to approve the report. The motion carried.

**DEVELOPMENT & MARKETING:** Nan left envelopes for everyone that included flyers for the Trades golf outing in August. On June 18<sup>th</sup> there will be a reception for outgoing board members. Ellen reported that the Blue Tie committee met and reviewed the event. The signature drink did not do well raising funds. The gross amount raised is around \$50,000. It was noted that board support of the event was down this year.

**NEW BUSINESS:** Frank proposed that the board pass a resolution that would authorize him to enter into contract/leases as provided for in Article IV, Section 1 of the by-laws of the organization. The agency recently leased two new vehicles and the GM facility is requesting the document. Ellen moved, seconded by Jim Bagley and Kerry Bryson that the following resolution be approved:

Frank Vonch, Executive Director of Youth Service Bureau of Illinois, Inc. an Illinois not-for-profit corporation has the authority to enter into contracts and leases in the name of the agency as provided for in Article IV, Section 1 of the by-laws of the organization.

The motion passed.

**MISCELLANEOUS:** The Governor's budget is still unapproved. Frank recommended that we support a revenue increase. He will word the resolution and email it to the board for approval.

**ILLINOIS MENTOR:** Illinois Mentor based in Rockford is closing their doors. They are one of the lowest ranked foster care agencies in the state. YSB has been identified by DCFS as the highest ranking foster care agency in the Rockford area. They approached us about taking on Illinois Mentor's caseload of 79 specialized foster care children. The number has since been reduced to 45 foster care children. Frank predicts that the cases we will be receiving will be the behavior/emotionally troubled kids—not the ones with special medical needs. Frank noted that the staff from Illinois Mentor has not performed well and we might be better off using our own. We need to improve the benchmark ratings fast. Frank is shifting three of our staff to handle these cases to make that happen. They will work with the cases for three months. They can then decide if they want to stick with specialized care or if they want to return to working regular foster care cases. The contract means two million dollars in revenue and half of that would be earmarked for expenses. Since we are only taking half the kids; the numbers affecting our budget would be only half those amounts. The contract will give us a chance to grow our specialized foster care program. Since there will be a cutback of residential programs, our community services program will also have a chance to grow and supply services for those needs. Frank recommended that the board approve the specialized foster care contract and evaluate it after three months. Bob Riffner advised that we check with our insurance carrier to make sure we are covered for additional responsibilities. Doug Patterson moved, seconded by Ellen Anderson that we pursue the development of a specialized foster care program, conditional on meeting insurance requirements. The motion carried.

**STRATEGIC PLAN:** There will be a Strategic Planning meeting for the staff and board on Friday, October 30<sup>th</sup> at Grand Bear Lodge in Utica.

**BOARD COMMITTEE ASSIGNMENTS:** All committee assignments were reviewed. There were no additions or corrections.

**QUALITY ASSURANCE:** Quality Assurance reviews all programs quarterly to assure that we are meeting our contractual agreements and are assuring delivery of service. All staff are involved in the process. Unusual Incident Reports (UIR's) are reviewed as well as program goals and outcomes. Staff are involved in reviewing the files of their peers and in identifying and completing improvement projects. We have submitted our application for COA approval and are waiting to receive the initial call. We must do a self-study and look at each programs policies and procedures. Peter sent a COA overview to the board members just before the meeting. It included a list of the governing board's responsibilities, a worksheet of tips on how the board should function, a board skills worksheet and a list of the expectations of board members. The board needs to focus on two items for the COA renewal. They need to compile an annual risk assessment report and develop a crisis procedure. Drafts of both of these items are being developed and will be forwarded to the board for their review and approval.

Jim Bagley moved, seconded by Kerry Bryson to adjourn to Executive session at 6:50 pm.

Jim Bagley moved, seconded by Kerry Bryson to adjourn from Executive session at 7 pm.

**Next Board Meeting:** July 16th at the **Ottawa** office at 5:00pm.

Respectfully submitted, Jill Orr staff recording Secretary