

Youth Service Bureau of Illinois Valley, Inc.

Board of Directors Meeting

November 19, 2015

The November 19th 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, Doug Patterson, Jim Bagley, Marty Ricconi, John Armstrong, Matt Shinnick, Peter Corgiat

Board Members present by phone: Bob Riffner,

Board Members not present: Kerry Bryson, Ellen Anderson, Joan Bolden, Rev. Bates, Robert King, Sean Niklas

Staff Present: Frank Vonch, Dave Conrad, Peter Woodbine

AGENDA: A motion was made by Marty Ricconi to adopt the agenda for the meeting, seconded by Matt Shinnick. The motion carried.

PREVIOUS MINUTES: It was moved by Doug Patterson and seconded by Marty Ricconi to approve the minutes from the November meeting. The motion passed.

Audit Report: Jennifer Casacchia and Ray Krouse, both from the Sikich presented the preliminary FY15 audit report. The audit was first presented earlier to the Finance Committee and discussed in detail with them. The Board was provided with preliminary draft reports. Ray mentioned that YSB'S management is responsible for the preparation of Financial Statements, and the auditors are responsible for issuing an opinion on the financial statements. The auditors thanked management for their cooperation and timeliness in working with the auditors.

The auditors complete two reports; a long form audit report which is required by several of our grantors ie. Illinois DCFS, Illinois DHS, and Federal HHS. Due to the amount of Federal funds received, the agency must undergo a detailed federal compliance audit. The long form audit identified a few minor deficiencies, however, the agency was able to provide a corrective plan to correct the deficiencies.

The short audit form is prepared for other organizations that request a copy of the agency audit, such as lenders, United Ways, etc.

The audit reports presented and the opinion issued by Sikich, is an Unqualified opinion, which is the highest/best form of audit opinion that can be issued.

After a brief discussion, a motion was made by John Armstrong, seconded by Peter Corgiat to accept the audit reports as presented. Motion carried.

TREASURER'S REPORT: Finance committee: Doug Patterson reported that besides the review of the audit, the Finance Committee also reviewed the October Financial Statement. Through the first four months of the fiscal year, YSB is overall right on budget. The Revenue is down by approximately \$200k due to reduced case counts in child welfare, as well as, other state related budget issues, but the corresponding expenses are down by the same amount of \$200 k putting the agency within \$7k of the budgeted surplus.

A motion was made by John Armstrong, seconded by Jim Bagley to accept the Finance Committee report as presented. Motion carried.

Dave Conrad mentioned that the agency is in the process of reviewing Health plan rates, as well as, other annual agency insurance rates.

COMMITTEE REPORTS:

- **Building & Grounds Committee:** Jim Bagley reported that the committee met on November 10th. The premise of the meeting was to begin a process to renovate the property next door. The architect was present and went over the entire process moving forward. He planned to update the plans for the renovation in January, 2016. He will keep in mind possible donations – in-kind that may be used to keep costs down. After the plans are completed, a decision has to be made on a construction

company. Mike stated he could recommend 3 firms for us to decide. Hopefully a decision could be made in February, and a construction period from March-September, 2016 would be set. In the meantime, it was suggested that we connect again with Larry Vaughn, who did the first report on asbestos in the building. We need for him to inspect the property again and issue a formal report on what needs to be done. Also, it was suggested that he may be able to suggest firms to do any of the work needed.

We would not be using any operating funds to do this project. The space will be converted into 7 offices with two desks, plus a conference room and file room. The revised estimate from the architect is \$245,000. We could move some of our programs into the space and save on rent that we are currently paying. We have potentially \$40,000 plus in seed money and are exploring other ways to raise funds.

In addition, the fiscal dept. will check rates for loans for construction.

- **Board Development:** Judge Brusatte nominated to extend Rev. Bates to a second term. It was explained that Rev. Bates had been contacted and expressed an interest in continuing his work with this Board. Peter Corgiat made a motion to approve Rev. Bates to a second term, it was seconded by Doug Patterson, and approved by the entire Board.
- Jim Bagley made mention that both Kerry Bryson and Ellen Anderson's terms would be expiring December, 2015. It was suggested to Frank to contact both to see if this was also their understanding.
- No report from the Personnel committee.
- audit.

EXECUTIVE DIRECTOR'S REPORT: There were no questions about the report. Marty Ricconi made a motion and it was seconded by John Armstrong to accept the report. It passed.

DEVELOPMENT & MARKETING: Sue Trost was introduced to the Board as the new Marketing/Development Associate. She mentioned that she will officially take over in January, 2016. In the meantime she is coordinating the Star Tree Xmas giving program, which she began at the agency over 20 years ago. Also, she will oversee the Holiday giving letter to be sent out, and has established a staff committee that meets monthly with ideas suggestions for the Marketing/Development program. It's off to a great success.

OLD BUSINESS: Frank reported that nothing of substance regarding the State budget has occurred. The main priority continues to keep all staff employed in the programs that are affected by the state budget.

NEW BUSINESS: Frank explained the resolution passed at the last meeting for Mutual of America assuming our 401 plan didn't contain our correct legal name. They have asked for a new resolution to correct that matter and make sure all pertinent info is contained within. Matt Shinnick made a motion, seconded by Jim Bagley. Motion carried. (A copy of resolution is attached to the minutes.) Matt Shinnick inquired about the selection process of Mutual of America. He noticed that they sponsored at the Children Challenge golf outing. Frank explained that the initial reopening of bidders relied on companies meeting our criteria. Approximately, 6-8 companies submitted. Then, six companies gave formal presentations with it being narrowed down to two. A discussion was held on who met our criteria going forward. Mutual of America was selected with the understanding that their participation would be evaluated, and nothing is guaranteed regarding their company in the future. They were approached about sponsoring at the golf outing after this process. Frank stated that the Strategic Planning retreat was held on Oct.30 at Grand Bear. It was an all-day event with over 122 in attendance. Frank's view was that it went extremely well. The facility was ideal for event. The entire day seemed to flow easy and smoothly, from the opening remarks and video "Fall Forward" that set the tone. Frank added that given the number of people there that it isn't always easy to keep everyone's attention focused. As Frank mentioned, he thought it extremely important to involve staff in this process. The staff committee (under Sue Trost) handled the Team building exercises, Sherri Nestmann presentation focused on the agency's CQI process, and Cindy Robinson & Peter Woodbine handled the Strategic Planning workshop. Also, staff leaders were at each table keeping the focus on the exercises.

John Armstrong added he was impressed with the entire day. He mentioned that most the time Strategic planning goes from top then downward. He felt staff being the foundation was more important. Marty Ricconi thought the afternoon with staff involvement was extremely well done, and high energy was seen at the staff tables. Matt Shinnick echoed how well he thought the day went, and how informative it was. Judge Brusatte agreed and was impressed with staff participation.

New RFP: Frank stated the agency is continually looking for new revenue sources. The agency recently submitted a proposal for a new Therapeutic Foster Care program. This program would be for our Rockford area, and involve professional foster parents. Frank added it is the development of a model Team approach to stepping down adolescents from residential facilities. Our proposal is for one team, with 10 cases at any one time. It would entail recruiting professional f/parents and would include a team – supervisor, recruiter, case aide, Therapy counselor, caseworker, and education specialist. Frank added that if we were selected we would still evaluate acceptance or not due to this being an extremely difficult undertaking.

Succession Plan: Frank mentioned getting a call a call from Susan B. (Executive Director, Easter Seals) and she asked for a copy of our Succession plan. I told her I wasn't aware, but would check. Joyce Garbs (HR) had a copy, and it was sent to Easter Seals. However, in reviewing it Frank felt it was outdated, and possibly could put the agency at risk due to personnel without the proper credentials listed in the plan. The plan will be reviewed by the Admin Team and be resubmitted to the whole Board.

Holiday Get-Together: Frank added that the X-mas Gathering will be held December 11th at the All Sport bowling alley from 10-3pm. All Board members are welcomed. This is 1 of 3 all staff events that are held throughout the year. It will include a short program on agency priorities, staff seniority certificates, team building exercises, prizes, and food.

*** Frank suggested that starting the beginning in 2016 committee meetings be scheduled for certain days on the off month. Everyone seemed to agree with this idea. February will be used as the starting point.

*** Also, a big Thank You to Peter Corgiat and Hometown Bank for their contribution to the Child Development center of \$750

QI REPORT: Peter stated the QI department continues to monitor all programs as it relates to their contractual responsibilities. All programs have made significant progress in service delivery and their understanding of data collection and analysis. The QI department with the addition of Sherri Nestmann and Joanne Mueller has expedited support services to staff in understanding how to measure outcomes, structure quality reviews, and program performance.

QI has provided training and support to all programs across the agency regarding CQI & COA reaccreditation in 2016. QI has concluded the 2nd quarter CQI meetings and the agency wide CQI meeting. The UIR report and the executive summary are distributed to the Board & the Executive Director in order to give real time information about the agency. QI's current assumption is based on internal reviews and our analysis. Our opinion is that no imminent risk to the agency is present. As a note, a client for whom we have case responsibility was assaulted while at a residential placement by a staff member of that facility. The staff member was terminated. There is a potential for media involvement, but no risk to the agency exists at this time.

MISCELLANEOUS:

Doug Patterson moved, seconded by Marty Ricconi to adjourn at 6:40 p.m.

Next Board Meeting: January 21, 2016 at the Ottawa office at 5:00pm.

Respectfully submitted, staff recording Secretary