

Board Meeting Minutes

January 21, 2016
Room B – Ottawa Office

Present: James Brusatte, John Armstrong, Sean Niklas, Doug Patterson, Matt Shinnick, Jim Bagley

Present (on phone): Bob Riffner, Rev. Rickey Bates

Staff Present: Frank Vonch, John Zavada, Dave Conrad, Sue Trost

Absent: Joan Boldan, Peter Corgiat, Robert King, Marty Riconni

Absent Staff: Peter Woodbine

Jim Brusatte called the meeting to order

Agenda: Motion made to adopt the agenda, Bob Riffner adopted, Jim Bagley 2nd it.

Minutes: Motion made to approve the November minutes, Doug Patterson adopted, John Armstrong 2nd it.

Treasurers Report – Doug Patterson

- Finance statement e-mailed out. We are at a break-even 6 months into the year.
- The budget for the year is \$102,000 (net profit) – In reality we have a current excess of approximately \$400.
- Foster Care down 109 cases, and expenses are down as well to coincide with it.
- Hope to see increase in referrals. DCFS is slow causing concerns on the budget
- Child Development Center is currently at 50% capacity. Normal is 70%.
- If there are no major changes, we hope to continue at break-even budget.
- Not used our \$1,000,000 line of credit as of yet. Hope is to avoid that completely.

Rev. Bates – Does the CDC have a plan set in place, with revenues being down?

Frank – Yes, They have put a PR plan in place and are contacting local businesses who could possibly donate. The CDC is looking for potential grants. The budget is affecting the CDC hard, but all of YSB wouldn't be here today if we hadn't expanded Foster Care. There are currently no new hires, as we are trying to maintain staff.

Rev. Bates – Mentioned that the economy is building up elsewhere, is that affecting us in our local area?

Frank – Not so much in Ottawa. The local United Way is \$80,000 to \$100,000 below their goal this year. YSB keeping a status quo is impressive in this kind of financial climate.

Conflict of Interest Policy – present board members signed the form of approval. Those not present will have it e-mailed to them. Everyone was asked to look over and sign. Need to initial each paragraph and then sign. Please return form to John Zavada.

Approval of the Treasurers Report: Jim Bagley placed the motion, Matt Shinnick 2nd it.

Building and Grounds – Jim Bagley

The financials are in good shape. We have received the 2nd installment of \$20,000 from Fairmount Santrol. They have contributed \$40,000 so far. We have also received \$20,000 from the Foundation Board. The total project is estimated to be at \$250,000.

There is asbestos in the tiles of the building next door. There is an option to cover them over with carpeting. It was questioned if we can cover them over with the donated tiles from Kohl's. We cannot do that. We are currently

waiting for estimates as to how much it will cost to remove the asbestos altogether. The hope is that the abatement will not cost too much.

The completion for the entire remodeling project is scheduled to be by late summer. There will be 7 offices, one conference room, and one file room. The rest of the area up front will be open. The entire back half of the building will be left open for storage.

The architect is scheduled to complete the drawings in early February. He has already recommended several Construction companies to get estimates from.

Rev. Bates – Will there be any help from the Building Trades?

Frank – Dan Aussem has been contacted. Volunteering from them is still a possibility.

Fairmount is currently storing in-kind materials, etc.

Building and Grounds Report accepted by the board.

Board Development Report – Jim Brusatte

The board is in search of new people, and also to diversify by looking for more women to be involved as a start. We are trying to find more people from the northern region of our service area as well. Frank mentioned that he currently has 2 or 3 prospects for board membership in the works. What is the status on Shannon Sheffle (of Rotary) from Rockford? Frank will re-contact her.

Officers – To keep consistent for COA reaccreditation occurring in August and September, can the current officers (President/VP/Treasurer/Secretary) extend their stay for another year? Jim Brusatte – Yes, Rev. Rickey Bates – Yes, Doug Patterson – Yes, Sean Niklas – Yes.

The group was asked if they wanted to nominate themselves or anyone else. No.

Nominations closed – Motion by Doug Patterson, 2nd by Jim Bagley

Extend offices for another year – Motion by John Armstrong, 2nd by Matt Shinnick

Personnel – Matt Shinnick

There are several forms to be adopted by the board. Matt Shinnick relayed the following information:

No Smoking Policy – Several aspects of the policy were discussed: Smoking is not permitted in agency vehicles. Smoking is permitted in personal vehicles without a client in it. The most important rule for all agency buildings is that there is no smoking within 15' of any door. If the building is leased, the smoking rules are up to the landlord of that building. Signs are to be posted in all designated areas. It goes without saying to encourage everyone NOT to smoke.

Space Heater Policy – Employees can have them. Each heater must be tagged with criteria listed, and approved. The general consensus is to use them with common sense. Quite a few employees do use them as it gets very cold inside certain areas of the Ottawa office. We must have a policy posted for insurance purposes, with each employee signing off on it. Jim Bagley commented on how well written and thorough the policy is, thanks to Geoff Franklin and Sherri Nestmann.

Internet Privacy Policy – This is necessary for COA. It mostly regards cookies and personal information being passed on to us through the internet. Tracee Cole and Sherri Nestmann made the policy. It will be posted on our website.

Motion made to accept all of the policies by Rev. Rickey Bates, 2nd by Doug Patterson – Everyone approved.

Fiscal – Dave Conrad

On audit, there is nothing to report at this time.

Executive Directors Report – Frank Vonch

Sent the report to everyone (Copy attached)

Under COA, all board members will receive a survey in April or May. In addition, agency survey will be sent out. Sherri Nestmann is meeting with all the directors the first week of February. Overall, COA is not an easy process.

Three of our office Foster Care programs achieved Level 1. The board wishes to acknowledge them and to thank them, since achieving level 1 is tough. Our specialized program is the biggest challenge in achieving this. Frank will pass all of this information on. Level ratings are done each month.

Frank has met with State Representative Skoog.

Development/Marketing Report – Sue Trost

- Board was asked to help in soliciting donations for the upcoming 40th Anniversary Celebration.
- The Fund Development Committee will be tied to the Foundation Board.
- April will be Blue Ribbon Campaign month again. We are hoping to expand it by having staff and board members volunteer to go out to specific locations and explain what YSB does. We will keep the board informed on what we are accomplishing.
- Is it possible for Board members to solicit overnight stays, Sports tickets, etc. from friends or contacts?
- The event video will be more positive this year. We would like to showcase the positive work that we do, rather than the negative. We would like to get testimonials from some of our clients.
- We are all encouraged to sell more tickets for the events.
- Expenses to the event is being considered to be pared down, specifically with the food. We would like to get more food sponsors to make up for the cost incurred. We will keep the board informed.

Old Business: With the state impasse, there is still no funding for the therapeutic Foster Home.

Strategic Planning: Will be presented to the Board at the March meeting.

Fund Development Committee: The main board is considered the main fundraising entity, Foundation is secondary. Better communication is necessary between everyone. Staff involvement is necessary as well.

Succession Plan: Will have more information in March.

Salary Adjustments/Evaluations:

We are in the 2nd year of having evaluations done consistently. The goal of getting them completed is on track. Will have a report on Monday. The agency has kept the employee health plan option at a reasonable level.

Our Workman's Comp. bill has decreased for the first time.

Salaries are set. No changes to them unless the board approved it. The main goal is to keep everyone employed. So far Staff has been very understanding.

Quality Improvement: We are on target for the next quarterly report for the end of March. We are currently far ahead of all other non-profits in the CQI process.

No other business was brought to the table.

Motion made to adjourn the meeting by Jim Bagley, Sean Niklas 2nd the motion. All approved.

Next Meeting: Thursday, March 17, 2016 5:00 p.m. at the Ottawa office.