

Board Meeting Minutes

May 18, 2017

Room B – Ottawa Office

Present: John Armstrong, Marty Ricconi, Cherie Reynolds, Jim Brusatte

Phone: Robert King, Steve Bouslog

Absent: Joan Boldan, Dani Brown, Brian Towne, Rev. Rickey Bates, Peter Corgiat

Present (Staff): Frank Vonch, Dave Conrad, Sue Trost, Geoff Franklin

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

Marty entertained a motion to adopt the agenda. Jim Brusatte moved, 2nd by Steve Bouslog, All passed.

Motion made to approve the March meeting minutes. Jim Brusatte moved, 2nd by John Armstrong, All passed.

Treasurers Report – John Armstrong

Dave sent out a memo highlighting the revenue and expenses. Revenue is down due to less foster care case count, but is made up by a larger number of Intact cases. Decrease in revenue within the foster care program also decreases the expenses in that program. There is currently still a net surplus. A few notes: Revenue down in foster care count, program consultant and expenses are down due to this. There are no major changes to the budget currently or to be foreseen in last few months of the fiscal year.

The line of credit with First National Bank will come due in July, which currently sits at \$800K. It was drawn last summer during state budget issues before the stop gap was approved. The finance committee is recommending that the board moves forward and approve this line of credit with First National Bank of Ottawa again for the next fiscal year.

Motion to approve the line of credit for the next fiscal year. Moved by Jim Brusatte, 2nd by Steve Bouslog, John Armstrong abstained due to his work connection to First National Bank of Ottawa. All passed.

Management and the finance committee are recommending a 3% contribution to all employees with a 401K account and a full year of service, which equates to 1,000 hours. The employees must be currently employed by the agency as of the date it would go into effect. Also, there must also not be a major change in the fiscal condition of the agency between now and the pay-out date. 3% towards the current staff would equate to about \$125K. This will be announced in August. Staff can currently put their own money into the 401K but it is not matched. Mutual of America bases their fees on a certain contribution threshold. This past year, the agency had exceeded that threshold, so the fees are less.

Motion to approve a 3% contribution to employee 401K with budget surplus money. Moved by Cherie Reynolds, 2nd by Robert King, All passed.

YSB's auditor, Sikich, has given their proposal for the 2017 fiscal year audit. A list was handed out explaining their fees over the course of the fiscal year and the relationship with them (since 2007). There is a current increase overall of 2%. The agency will bid out other auditor's next year. The finance committee is recommending that the Board hire Sikich again to conduct their annual audit.

Motion to approve the audit fees from Sikich in the amount of \$34,800. Moved by Jim Brusatte, 2nd by John Armstrong, All passed.

Motion made to approve the Treasurer's Report, Moved by Cherie Reynolds, 2nd by Jim Brusatte, All passed.

Marketing/Development – Sue Trost

We are currently over \$500 collected for the wine-fest raffle. The Blue Ribbon campaign has brought in over \$2,500. We have currently sold about \$600-\$700 in necklace raffle tickets. YSB has paid \$850 for the necklace but it is valued at \$2,400. Sponsorships are doing pretty well. Last year we had three Platinum (\$2,500), this year we have one so far. Last year we had 3 of the Royal Sponsorships (\$1,000), this year we have 2. Last year we had 3 of the Sapphire Sponsorships (\$500), this year we have 4. Last year we had 13 Indigo Sponsorships (\$250), this year we have 14. Last year we had 6 of the Food Sponsorship, this year we have 4...one of which is an exchange for services with Studstill Media. Tony Bianchi is going to be our Dj. Brian Towne will be the MC for the auction. There is a staff of 12 to 15 people working on getting auction items. There are 4 outside volunteers who are asking for donations, etc. The necklace and event tickets need to be pushed. Please let Marketing know who will be in the seats for purchased tickets by the end of May so we can give a final head count to Festivities Unlimited. Brian is working on getting a Hamilton Package with an overnight stay at a hotel in Chicago. Tami-Thomas Leonatti has donated a trip to a resort and spa near Lake Tahoe. This is being promoted ahead of time. Dave McClure is donating his dinner at the mansion. Other donations are coming in as well including Cubs and Sox tickets. If there is anybody to reach out to for sponsorships, please contact Sue or John. Cindy Robinson will be decorating again this year. The board is greatly encouraged to donate to the lottery tree, and to sell tickets to the event.

Sue left the meeting.

Frank mentioned an Elite Island Resort donation that was made to St. Bede's fundraiser. He looked into it and had information sent to us. Airfare is not included. There is a resort charge per day. Not sure if this will be used, but it is being checked into. YSB would be using this as a silent auction.

The final strategic plan will be sent out by Frank. Geoff Franklin will be overseeing this going forward. Another all staff retreat will happen in the future. Likely in the Spring of next year. Marty mentioned his appreciation on updates to the Strategic Plan. An update on the strategic plan will happen every quarter.

Geoff left the meeting.

Building and Grounds Committee Report – Frank Vonch

The Ottawa office has been dealing with changing the phone system. It is currently being updated and will be in place next week. The company is Windstream from Springfield. All offices will eventually be connected through the same system.

The chairs in the conference rooms have been replaced. New tables and chairs have been installed into the new conference room. Eventually new phones will be placed in the new conference room.

Board Development – Jim Brusatte

The board is ALWAYS looking for new members. Jeff DeMoss would like to be added to the board as of July 1. Jeff worked with Caterpillar, has donated to YSB much in the past, and was recently on the Foundation Board. Jeff is currently in DeKalb working for Paduit. He has been a very positive influence on the agency up to this point. It has been brought to the board to approve his membership.

Motion made to approve Jeff DeMoss as a new board member effective July 1. Moved by Jim Brusatte, 2nd by John Armstrong, All approved.

Nothing else currently. Board development is an ongoing task. The agency would like to have members from other geographic areas, diversity, etc.

Personnel – Steve Bouslog

Joyce is working on updates to the Personnel handbook. The committee has not met to go over these yet, but the goal is to have it ready for the next Board meeting in July.

The agency received a complaint from an employee through the Human Rights Commission. Frank will give the complaint to board members if they choose to read it. Attorneys are currently reading through this. Frank feels that HR has approached the situation positively by presenting employee rights, and ways to accommodate.

Frank received information for a repeal hearing by the Foster Parents in regards to a foster child removed from a foster home due to e-coli in the well water. Upon further investigation, it was noted that to become a foster parent home, they must have well water tested beforehand. This is something that must be avoided in the future. Frank is waiting to see what the repeal hearing committee recommends. Well water, background checks, etc. are investigated during the licensing process. Frank feels that the Intact program statewide is out of control. Much of the issues within the program are being dealt with in the corrective action plan within the agency. The board agrees that the corrective action plan is necessary. The Intact program currently has too many cases due to the state unloading them on the agency. We can no longer take more than 10 to 12 per case worker.

Steve and Marty had met with Frank on April 6th in regards to his evaluation. They covered the self-evaluation, the points from the board, and the Admin feedback. Much of this tied together. The meeting went well and the board appreciates all the efforts that Frank gives towards the agency, and also gave him areas to work on. Frank added that the agency is constantly working on upgrades, and his appreciation for the Admin team members. He also stressed it is extremely important to remain transparent to staff. Steve mentioned that it was discussed between them about having more board input into the next evaluation. *(Steve left the meeting)*

Cherie mentioned the board committee assignments list and that she cannot be on the Fund Development committee. This will be updated and sent out.

Executive Director's Report – Frank Vonch

Frank mentioned the state of affairs with Illinois. Nothing has changed. Unless Rauner and Madigan come to an agreement, then nothing will change. As of January 1st, there is still no budget. The stop gap has helped for the first 6 months of the year. Nothing else to add.

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

Old Business

Dissolution of the Foundation Board was discussed. Everything is in place except for approval/signature by Bret Duesdieker. This is being worked on by Dave and Frank. This should be complete by June 30th.

Frank sent out the Annual Report to the Board since last meeting. Marty praised the new format of the report as it now covers what the agency is doing down in the trenches, and it is more concise. There have been many favorable responses to the newer format over the last two years. John Zavada and Sue Trost have done the work for this and are thanked/commended for this effort.

New Business – Frank Vonch

Frank mentioned the ICOY and merger, and the corrective action plan for Intact.

The 1115 waiver/Integrated Health homes is a push going on by the State. It is a thrust to put behavioral/mental health/medical under the health homes. It is a way to get payment from the federal government. There are three insurance agencies bidding to oversee this.

More effort is being put into looking for grants by the agency. The Druecker grant is for \$100K given to unique and innovative programs. This is being done for the Parenting/MISTER program, which singles out African American fathers. Our agency has met the qualifications to apply for this grant. This was put together by Geoff Franklin, Elaine Gaither, and Sherri Nestmann. Jim Brusatte mentioned checking into BOCA – federal money for domestic violence.

QA – Frank Vonch

Frank mentioned that a summary has been sent out. DCFS has done away with “unusual incidents” and now calls the report “Significant Events”. The correlation of these reports is being worked on within QA

Motion made to adjourn by John Armstrong, 2nd by Cherie Reynolds, All passed

Next Meeting: Thursday, July 20, 2017 5:00 p.m. Ottawa Office