

# Board Meeting Minutes

November 15, 2018

Room C – Ottawa Office

Present: Marty Ricconi, Melissa Hulse, Cherie Reynolds, Steve Bouslog, Katie Bagley, Jeff DeMoss,  
Sandra Labak-Ivanauskas (Phone)

Absent: Dani Holland, Brian Towne, John Armstrong, Robert King

Present (Staff): Frank Vonch, Dave Conrad, Sue Trost, Joyce Garbs

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

*Motion was made to adopt the agenda – Moved by Cherie Reynolds, 2<sup>nd</sup> by Steve Bouslog, All passed.*

*Motion was made to approve the September 2018 Board Minutes – Moved by Cherie Reynolds, 2<sup>nd</sup> by Melissa Hulse, All passed.*

## **Welcome to New Board Member Sandra Labak-Ivanauskas**

Dr. Sandra Labak-Ivanauskas has called in and she was welcomed to the Board. The agency is grateful for her service. She is a Doctor at Mercy Health in Rockford. Hopefully she can meet the Board soon face to face, and the Board is grateful to have representation from Rockford. Joan Boldan and John Armstrong are leaving the Board as their terms are up this month. John, who was the head of the finance committee, sends his thanks for being a part of this Board. He is open to coming back to the Board when his personal and professional life slows down a bit.

## **Treasurer's Report – Dave Conrad**

*Audit Review with Ray Krause from Sikich* – Ray Krause attended the meeting to go over the Audit report that was recently completed for YSB. Ray explained that the report was sent out via e-mail. He also brought a power point presentation along to help explain.

Ray handed out and explained information relating the Auditing process, and to the Financial Statements, including: Statement of Financial Position, Statement of Activities, Statement of Functional Expenses, Statement of Cash Flow, and notes to the Financial Statements.

He concluded with the opinion of the Auditors (Sikich), that the financial statements referred to in this meeting present fairly, in all material respects, the financial position of the Organization as of June 30, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Sikich has also previously audited YSBIV, Inc's 2017 financial statements, and their report dated November 16, 2017, expressed an unmodified opinion on those audited financial statements. In (Sikich's) opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2017, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Steve asked how our agency is performing compared to other agencies in our range? Ray said that there is no "average agency" and all entities are different. If we know of an organization that is similar to us, then you could make a better assessment. Anybody can go on Guidestart to find some comparable information. If an agency does a single audit, it is uploaded to a government website where the information is public. Dave mentioned reviewing 990 forms for other agencies to see how they compare.

Marty mentioned that cash was down from FY17 to FY18. Total assets are comparably down. He wondered why this is the case. Dave explained that the agency went from a large excess last year, to a minor loss this year. We also cannot hold onto excess DCFS funds. This can be a drain on the cash when the agency must use it. Frank explained the constant juggling act between revenue and expenses, how some programs provide revenue and others don't, yet still need to be paid for. Also, with the Child Development Center closing, it will be interesting to see how that will effect this year's financial statements.

*Marty entertained a motion to approve the Auditor's Report, moved by Steve Bouslog, 2<sup>nd</sup> by Cherie Reynolds, All Passed*

*October Financials* – Dave explained that through the first four months of the year, YSB is in line with budget, we are right on with Foster Care, and though Intact cases are higher, we are receiving a lower rate because they have a two-tier system. Overall revenues are down, but expenses are down more than the revenue. We are projected to have a surplus. October was the first month without the Child Development Center. It is hard to tell how that will play out at this point, but without expenses, it should add to a surplus. Fundraising is divided by 12 months, but we do not fundraise much at the beginning of the fiscal year, so that appears down, but will add up in later months.

Marty asked about the Intact cases being reported at a lower rate than budgeted. Dave explained that the State has two different rates, which used to be based on time, now they are based on intensity of the case. Overall the revenue is ok because we have higher case counts. If we lose cases and they go to the lower tier, then it will become an issue. Frank mentioned programs in Intact are on hold due to current staffing issues. Once that is worked out, then we will begin again taking new referrals.

Dave added that the preliminary work is done with the tax returns (Sikich does this as well), so the agency should have the tax return information within the next 30 to 45 days. They should be out by the 31<sup>st</sup> of December.

*Marty entertained a motion to approve the Treasurer's Report, Steve Bouslog moved, 2<sup>nd</sup> by Cherie Reynolds, All Passed.*

### **Staff Report – Geoff Franklin**

*Children's First Program* – Geoff is absent. Frank passed out a preliminary report on the Children's First Program for Board members to look over. This will be discussed at the January Board meeting.

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

*Star Tree* – All of the offices are working on the Christmas program. We help our clients with gift giving. Laureen has given Sue a list of what is going on in Aurora, mostly donations made by Caterpillar (Angel Tree Program). Jeff DeMoss explained the Gift Giving program further. Laureen also relayed to Sue that they will be buying Coats and Gift Cards for the program as well. This serves Aurora and Glen Ellyn. In Ottawa, there is just short of 200 clients being helped out for the holidays. The agency also looks to serve the needs of those in the community by giving out extra gifts at the end of it.

The Annual Report has gone out. The donations received this year are above last year. The Holiday Mailing will be sent out on December 1.

We are currently in the (last) black out period from the United Way, so we cannot fundraise until that is over with on December 1.

We are in need of the Board Spotlight information from those Board members who have not given this to us yet. These spotlights are done to keep staff and clients of YSB aware of who is on the Board and how they help in the community.

## **Committee Reports**

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

No Report at this time.

### **Board Development Committee Report – Frank Vonch**

Frank would like to find two new Board members to replace the two that are leaving this month. If there is anybody you think would be a great fit for the YSB Board, please refer them to Frank. There is hope to bring on two new members by January. Marty wanted to remind the Board that this is the last official meeting that he will be President. Nominating officers will occur in January. If you are interested in any of these officer positions, please contact Joyce Garbs. A person can nominate themselves. Cherie mentioned that if there is a document that states what an officer's responsibilities are, then please send it her way. Also, please nominate people so it moves smoothly. Marty is not interested in moving forward as a Board President, but rather as a Board Member. Steve would like a list of Board members terms.

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

*Motion was made to go into Executive Session to discuss Frank's evaluation, moved by Steve Bouslog, 2<sup>nd</sup> by Katie Bagley, All passed.*

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

**DCFS Investigation/Intact Program** – The Intact Program has been in flux for a while. An incident occurred when an Intact employee resigned, and in the exit interview, she noted that her departure was due to unethical behavior in certain cases from fellow staff. The family of a particular case in question had been contacted to confirm information that was kept by the involved Intact employee. The case worker who was involved in this particular case was then contacted and questioned. She stated she had been directed by her supervisor to perform the unethical behavior. The Supervisor was also questioned about this case, where she denied everything. Joyce noted that there were too many discrepancies to this case. All of these meetings were recorded. Other workers in the office were then contacted. Two of them had confirmed the caseworker's allegations. The Supervisor and the worker were questioned in a final interview to clear up all the information being presented. As a result, disciplinary actions were taken. DCFS was informed and sent all information regarding this case. Their review was sent to the Inspector General. YSB may be asked to be involved in the hearing at a future time. There have been no repercussions on the agency at this point.

A new Supervisor will be needed for Intact. Two staff members have already been replaced.

Marty questioned if there is anything YSB can do to prevent this in the future. Frank said that he tells staff to not get caught in unethical situations. It's better to tell the truth than not. He also mentioned the corrective action plan being in place helped in this case tremendously. Before this plan, when Supervisors could close cases on their own, it wouldn't have come to Admin's attention. There is no fool proof plan. It is up to staff to point out unethical actions, which make them responsible for those actions if they don't report them.

**Day Care Status** – This was closed on September 30, 2018. The excess equipment is being sold off, including the playground equipment. Churches and youth groups have been taking other supplies and equipment. After Thanksgiving, the rest will be cleared out and YSB will be finished with the Day Care Center.

**Insurance Rates** – The agency has recently received new insurance rates for staff. It is being increased by 9%, down from the 12% initial offering. This will be finalized after review. Frank will send this information to the Board before the January Board meeting.

*Motion was made to approve Frank's Executive Report, moved by Steve Bouslog, 2<sup>nd</sup> by Melissa Hulse, All passed.*

## **Old Business**

*DCFS excess plan accepted* – A plan has been submitted to the department, which would include some being used for salary adjustments and capital improvements. DCFS accepted this. It will be distributed over the next year and a half.

*All Agency Training on November 16<sup>th</sup> at Grand Bear Lodge* – This training will focus on trauma and LGBTQ+ issues. This can help all staff, from therapists, case workers to clerical and support staff. Everybody could be in contact with a youth/person who would need trauma help.

*Solutions Counseling Expansion in Aurora/Glen Ellyn* – This program is being expanded in Aurora and Glen Ellyn. The agency is being PR'd strongly in the area. The need in the area is uncertain at this point. This will be reviewed in a few months to see how the agency will proceed with it.

## **New Business**

*UAW Golf Outing* – The outing was held on August 25<sup>th</sup>. YSB received \$10K from this event. The agency has received much from the UAW over the years. Frank also put in a request with the Illinois Valley Building Trades Council to be considered for being the recipient of their golf outing funds this upcoming August.

*Woodstock/Intact Program* – Everything is on hold until the agency can get their levels and stability back up. (See DCFS Investigation above). The lease will be up in April. This office will likely move. It is a possibility that Foster Care will be expanded up to this area as well due to more referrals, so this will be taken into consideration when looking for a new office. A foster care worker will be hired and an aide is already working in this area. The organization of staff hierarchy is also being reconsidered.

*Salary Adjustment Recommendation to Board* – This will be a consideration to the Board for the January meeting.

*Holiday Fundraising Letter/December 1* – The letter will be mailed out on December 1<sup>st</sup>. Frank mentioned the case of a 15-year-old client who has been in our counseling program, where she was encouraged by the therapist to make a painting from song lyrics to help her deal with her emotions. This (having an impact on clients) will be the topic of this year's holiday letter. Frank received permission from the client (who was thrilled!) to use this information.

*Slate of New Officers for January 2019 Meeting* – This was mentioned above. Please provide Officer recommendations for the next meeting.

## **Quality Assurance**

*CQI/Risk Management* – The quarterly CQI meeting was held on November 9<sup>th</sup>. This information will be sent to all Board members as soon as Sherri Nestmann has it available.

Marty mentioned that he informed Board members of a gift card scam going around. An e-mail (showing it was from Frank) was sent to a staff member asking them to purchase 10 \$25 gift cards with the agency credit card. This was NOT from Frank and fortunately the staff member saw through this. She contacted Frank to confirm that he wanted her to purchase gift cards, where he confirmed that he DID NOT want her to purchase gift cards. There is protocol in place with staff to get approval before using the company credit card. This scam information has been relayed to all Staff and Board.

*Motion made to adjourn by Steve Bouslog, 2<sup>nd</sup> by Katie Bagley, All passed*

**Next Meeting: Thursday, January 17, 2019 5:00 p.m. Ottawa Office**