

# Board Meeting Minutes

November 21, 2019

Room C – Ottawa Office

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

Absent: Brian Towne, Robert King

Present (Staff): Frank Vonch, Dave Conrad, Joyce Garbs, John Zavada (Marketing)

**NOTE: The call-in number has changed to 1-515-604-9099, Pin 408-050-375#**

Jeff DeMoss called the meeting to order at 5:00 p.m.

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

*Motion was made to approve the September 2019 Board Minutes – Moved by Dr. Sandra Labak, 2<sup>nd</sup> by Marty Ricconi. All passed.*

## **Sikich Audit Review**

Representatives (Jennifer and Alex) from the Sikich accounting firm attended the meeting to go over their findings on the annual audit that was recently completed for YSB, ending fiscal year 2019. They handed out a fiscal report and a guide booklet regarding their agenda and how they perform an audit on an agency of YSB's size and stature. Each board member was handed this information and will review it when they have time.

*Motion was made to approve and adopt the audit review – Moved by Steve Bouslog, 2<sup>nd</sup> by Katie Bagley, All passed.*

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

Dave added to the audit review that when they talk about donor restrictions, these are in reference to the United Way funds, which must be used for specific purposes, such as the Runaway and Homeless Youth Program.

**October Financials** - Through the month of October, the agency is behind budget in revenue, but further behind in expenses. There is a surplus of \$62K, with a projected surplus being \$24K. Programs that are behind are based on case counts.

Sikich is in the process of doing the agency's 401K audit, which is separate from the audit they just completed. They are in the process of working on a pre-audit. Once that happens, Dave will get copies of it to the Board. They will not be brought in to a board meeting as it is a much simpler audit.

Insurance renewals are being looked into for next year. Health insurance and liability insurance will be up for renewal on January 1. Sign ups with staff will happen next month. The agency has been with Blue Cross Blue Shield for 9 years. This year it came in at a 15% increase. The agency received quotes from United Health Care and Humana for comparable rates. United Health Care compares at a 10% decrease in payment to Blue Cross Blue Shield. The employee's health insurance plans for employees will likely be changed to United Health Care to save on costs for the agency and for employees. United Health Care has stated that their increase for next year would only be up by 9%, so that would be a break even to where the agency is at with Blue Cross Blue Shield right now. This will give employees at least 2 more years without an increase. The networks are very similar to each other. A proposal has been given for self-insurance. This would be a break even with what the agency has now. United Health Care offers guaranteed rates. Frank mentioned that not many welfare agencies offer self-insurance.

General Liability insurance is being bid out right now. The incumbent that the agency has had for 6 or 7 years is usually the lowest amount insurance.

Steve asked about bank stock on the assets. Dave looks at the value every year on 35 shares of stock.

*Motion was made to approve the Treasurer's Report – Moved by Steve Bouslog, 2<sup>nd</sup> by Katie Bagley. All passed.*

### **Marketing/Development – John Zavada (Sue Trost absent)**

John discussed the Pumpkin Flotilla event. After expenses, the agency made approximately \$1,500. It was an excellent first year event that we hope to expand upon in the future.

All offices are working on Star Tree and Christmas gift giving programs. In Ottawa, there are currently 175 children signed up to receive gifts thus far, the number typically runs around 250. This program will run through December 19.

The holiday mailing will be sent out in early/mid-December. Frank will be working on the letter.

The Wal-Mart donations are being distributed to clients and northern offices. We have been receiving mostly food, personal care items, cleaning supplies, laundry supplies, microwaves, space heaters, and a big variety of useful items. The next donation should come in January.

Since John does not typically attend board meetings, Frank took the time to thank him for his work with social media and marketing, and for getting our message out to the public.

Frank mentioned that Laureen Beck (who joined the meeting to do a summary of activity in northern offices) has taken over for Marketing and Development for the northern offices. She is currently working a dual role of this and helping with office management and working on moving the Glen Ellyn office to Aurora. It is important to market YSB in the northern areas without sacrificing attention to Ottawa and the surrounding area.

Laureen mentioned that there have been some great contacts made over the past 6 months. We have been able to build a relationship with the Painters District Council (PATCH), who gave YSB a \$10K grant last year to cover camp costs for clients. They offer space available to YSB to host events, free of cost to non-profits, and to let them know in advance. On March 6, 2020, from 10 a.m. to 3:30 p.m., Laureen was able to reserve this room from them for YSB's all staff gathering. A career interest day is also being planned. This will expose all area foster children to encourage them to make career choices. PATCH has agreed to help set this up. Mercy Health is another relationship being built in the Rockford area. They are hosting a "Stuff our Stocking" drive with YSB. They also would like to partner with YSB to start a mentorship program, to host a career day, to have residents in Mercy Health to come talk to them for positive feedback. They also mentioned the possibility of hosting an "Ice Hogs Night", which is very expensive for YSB to do on its own. Mercy Health already hosts this event at the VMO with the Ice Hogs, and there is the possibility of receiving the proceeds from this event. Other relationships being built over the past few months are with Second Bridge and Together We Rise. These two are non-profit organizations who are helping YSB meet the needs of our families through donations, bags for moving children, and duffle bags filled with items necessary for the children who are moving. YSB can reach out to Second Bridge for anything that we may need for our clients. There are 438 children who have been added to the wish list for the Christmas program. Laureen noted that she is always looking for amazing ideas for fundraising in the northern areas for the upcoming year. Please contact her with any thoughts. Frank mentioned that the area we are covering in the North is large. The partnerships with different groups in those communities will be extremely beneficial to YSB.

Laureen added that she received a new contact to the McHenry County Chamber, where she was able to find out that they offer free fundraising workshops, as well as grant writing seminars. These are geared toward non-profit

agencies. This is free for members and \$5 for non-members. Laureen will be attending this. They also host a meet-and-greet a few times per year. She also mentioned a possible available grant for \$25K each year for three years in a row that would be due with application in May.

Frank and the board thanked her for the good work.

## **Committee Reports**

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

*Glen Ellyn Move* – The timeline for this move is on target. The agency should be in the new office in Aurora by December 13<sup>th</sup>. The previous business is currently vacating this space. This will save the agency money as the cost of space is going down by almost \$3 per square foot.

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

*Potential Candidates* – If any Board members have a name for potential candidates, please let him know and he will make the contact. It is important for Board members to recruit new candidates.

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

This will be moved to the end in Executive Session.

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

Frank sent this out to all Board members.

Steve asked more about Laureen's position and how it is different from Sue Trost, who is Marketing Associate in Ottawa. Frank explained that her position is similar to Sue, with a few differences. The agency is interested in working toward receiving grant money, which Sue does not work with. Frank wants Ottawa to focus on the five counties in this area. John is more of the middle person who works with flyers and PR between the northern offices and Ottawa. Her job description is similar to Sue, but is different. They both report to Frank. Geographically, it is two different jobs. Frank mentioned the need for more hands-on volunteers from the community. Laureen is in charge of contacting organizations that may be helpful with this. In the future, the goal is to identify resources in both locations and should be tied together with common PR through Annual Reports, newsletters and social media. Frank mentioned that there is enough within the five counties surrounding Ottawa for Marketing and Development to pursue. Frank sees Laureen's role as working toward building PR in the north and let the Ottawa area focus on this area and not be distracted by the northern region. There are many opportunities for fundraising in both regions.

*Motion made to accept the Executive Director's Report by Katie Bagley, 2<sup>nd</sup> by Cherie Reynolds, All passed*

## **Old Business**

*COA (Strategic Plan Update)* – Reaccreditation process is in the beginning phase. The March 6, 2020 date will be for strategic planning among staff. It is an all-day event to find ideas on what goals the agency may pursue for the next four years. Once this has been done, the Board will be notified for approval on a strategic plan. The Board will also offer up their strategic goals. Board members are invited to this strategic planning event.

COA will require an update with safety protocols and procedures, among other aspects of our policies. Marijuana laws and usage, drug and alcohol use, personnel policies are just a few mentioned in this update. These will be addressed beginning in January.

*EEO Status* – This has been languishing for a while. Last month, the agency received word that it has been decided by the EEO that there is no reason for or merit to allegations made against YSB.

*708 Grant (3% Increase)* – The LaSalle 708 Board has notified YSB that they will be giving a 3% increase in their funding for the next fiscal year. It is currently at \$390K funding. Standalone programs such as Redeploy are funded through DHS, but others, such as Second Chance and Hope House are funded by 708.

## **New Business**

***Illini Care*** – The State of Illinois and DCFS are moving to Illini Care (a new billing system). This change was a concern for how it could impact foster children, but after attending several meetings, it was noted that it should expand options for medical care providers with these children, rather than make it more difficult. The contract for Illini Care has not been sent back to them yet. There will be a choice with non-profits to sign a contract for only the children in foster care, or to sign a contract for all clients of the agency. YSB's treatment, counseling, and parenting programs would be a good fit for the latter. This will give these programs the ability to take on more clients if there is available Illini Care. The money for Illini Care is funded by taxes, with support from federal reserves. YSB would need to adjust the programs to fit Illini Care models. Illini Care (DCFS) would be reimbursed from the federal government for this. Currently, when a child goes into the foster care system, they automatically receive a Medicaid card. Illini Care will be a "middle man" to providers, rather than using Medicaid.

***Staffing adjustment for Redeploy Program*** – The population of youth in correctional facilities has decreased dramatically in the State of Illinois due in large part to programs like Redeploy. This means that quite a bit of money is being saved by the State. YSB put in an amendment to the Redeploy contract asking for \$40K more to give salary increases to staff in Redeploy. The program would have less turnover if salaries were comparable. The State responded quickly with approval for this. All Redeploy casework staff will be receiving a \$5K increase in their salary. Therapists are receiving a \$10K increase. Frank pointed out that the State may reverse this funding next year, meaning their salaries would be reverted back to where they are now. This funding does not apply to any other program. Redeploy holds statewide meetings where it was stated that they have extra money due to the savings. Salaries in most programs already begin below average compared to the rest of the State.

***Redeploy Amendment*** – See above.

***Recommendation for annual salary adjustments*** – This recommendation will be made through e-mail to the board at the beginning of the year. If it is approved in January, it will be made retroactive.

***Intact e-mail on case (previously sent out to Board members)*** – A lengthy discussion was held in regards to an e-mail that Frank sent out to all Board members regarding an issue within Intact. The case in particular is where a case worker stated that they had "in person" contact with a client, but had actually only driven by a bus stop where they had seen the client with the father, but did not get out and talk to them physically. Frank stated that the Supervisor was careless in letting this slip through.

Frank explained to the Board that no case may be closed without his approval, and that this case in particular, came to his attention by doing a random check of case notes through our Quality Improvement initiative.

Discussion was held as to whether the Supervisor and case worker pushed it through due to lack of training, or if they had done it on purpose just to meet monthly contact requirements. Training efforts for staff were questioned by the Board. Several members of the Board felt that the caseworker didn't understand what "in person" meant, and that training may not have been sufficient. Frank further mentioned that guidelines and policies between COA and DCFS are similar, however DCFS, at times, ignore them.

At the Board's questioning, Frank gave a brief overview of the Intact Program, how many staff the agency employs through it, and how long YSB has managed it. Also, if the agency is low on staff for the program, discussion was held as to what happens to cases on a temporary basis. Currently, the program is staffed sufficiently. Frank mentioned that Intact has been on a corrective action plan for the past 2 ½ years due to issues within the program

across all offices. Board questioned whether further action would be taken to solve these particular issues within the program and how long the corrective action plan would stay in place, to which Frank said he did not know how long it would be in place.

**Quality Assurance: CQI Risk Management**

***Quarterly CQI Summary upcoming*** – Not discussed.

*Motion moved to Executive Session at 7:53 p.m. by Steve Bouslog, 2<sup>nd</sup> by Katie Bagley, All passed*

**Next Meeting: Thursday, January 16, 2020 5:00 p.m. Ottawa Office**