

Board Meeting Minutes

June 18, 2020

Room C – Ottawa Office

Present: Marty Ricconi, Katie Bagley (phone), Steve Bouslog (phone), Jeff DeMoss, Dr. Sandra Labak-Ivanauskas (phone), Bill Pfalzgraf (phone), Brian Towne (phone), Robert King (phone)

Absent: Evelyn White-Simmons, Cherie Reynolds

Present (Staff): Frank Vonch, Dave Conrad, Joyce Garbs, Laureen Beck

Please state your name when you make a motion. Thank you!

NOTE: The call-in number is 1-515-604-9099, Pin 408-050-375#

First off, Frank asked Laureen if there was anything she wanted to inform the Board about in regards to the handling of the COVID-19 pandemic. She said that they have done very well with providing PPP and other items to staff. She asked that if anybody knows of any community agencies who could provide more masks for clients, please direct them her way.

Frank mentioned that the Department has asked to push in-person visits with parents and children as of June 15. The agency is in the process of putting safety protocols in place. It is an ongoing process. Frank is looking at how other community providers are handling situations.

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

Motion was made to adopt the agenda – Moved by Dr. Labak, 2nd by Katie Bagley, All passed.

Motion was made to approve the January 16, 2020 Board Minutes – Moved by Katie Bagley, 2nd by Dr. Labak. All passed.

Treasurer's Report – Dave Conrad

June Financials – The main financial statement shows that at 11 months into the fiscal year (the fiscal year ends on June 30.) The agency is doing much better than anticipated budget wise. COVID has helped the agency by providing additional funding from several sources (DCFS, DHS, and a federal grant provided more funding due to the outbreak). Several United Ways and a few banks have also provided extra donations and funds. Jeff Demoss asked if these extra funds would be able to circumvent the loss of the fundraising events that YSB holds. The agency will not hit the goal for donations, but the extra money is helping out tremendously. We must use the funds donated by these sources for COVID related procedures. The agency has also not had to solicit agencies.

Some of the courts have been closed due to COVID, but DCFS has been referring cases to YSB, including a few more in Intact and Foster Care. We have not been able to close cases, so we have a larger than average case load at the moment. We have saved money on mileage, as staff are doing more crisis calls from home. Several staff members have been laid off (mostly those who are hired to do only visits), either permanently or temporarily. The budget has a surplus. It will be used more in June for COVID related expenses. The surplus has afforded to agency to get more laptops and some other items for

efficiency in regard to working remotely. The agency still anticipates a large surplus at the end of the fiscal year.

Marty asked about case loads for Foster Care and Intact being near 20. Dave said the contract states that each staff member should carry 15 cases, but because the agency cannot close cases at this time, that would account for higher loads. The agency also cannot hire at this time because DCFS is currently not fingerprinting or doing background checks. Hopefully this will change soon and YSB can hire more staff. Fingerprinting just opened back up on the previous Monday, so they may be backlogged.

Dave mentioned a few other fiscal issues: One of several certificates of deposit matures in July. CD rates are very low at the moment. The best rate he can find is 0.75%. It will need to be renewed at this lower rate with First State Bank, who has provided some of the best rates for 5 years.

The preliminary audit will happen next week, with the regular audit happening in September. These audits are happening remotely/online right now.

The agency has done budgets for state contracts, but the agency is still waiting for the contracts from the state agencies for next year. DHS is anticipating a 2% increase in funds. No numbers yet on DCFS, which are based on client counts. When this information comes in, Dave can make a preliminary budget for FY21, which he hopes to have at next month's meeting.

Motion was made to approve the Treasurer's Report – Moved by Robert King, 2nd by Brian Towne. All passed.

Marketing/Development – Sue Trost, Lauren Beck

Not discussed

Committee Reports

Personnel Committee – Steve Bouslog

Personnel Handbook Changes - Steve sent the personal policies out to all Board members. All of the changes have been highlighted in red. The handbook is 70 pages long so he will not read through it. Steve asked the board if they have any changes. He also thanked Marty for going through the entire policy with a fine-toothed comb. The personnel committee is recommending to the Board that the policy be accepted with the changes highlighted. Katie asked about a technical wording issue in regards to "Hispanic" employees, and "Spanish" employees (on page 18). It is important to be consistent and sensitive to these issues. Joyce will make these changes.

Motion made to approve the personnel policy be approved with the changes discussed – Moved by Steve Bouslog, 2nd by Katie Bagley, All passed.

Joyce and Steve thanked the personnel committee for reviewing this handbook, and Marty Ricconi in particular for spending so much time on it.

COA Policies Approval

Frank discussed approval of the policies that were previously sent out to Board in regards to COA. Some have minor changes, others are more complicated, such as vehicle inspections that COA is requiring for

all staff with a car. Others including weapons, access, and request to inspect client-based records have changes but nothing of substance. Frank asked if anybody had any questions. They all look good.

After the documents have been send to Board members over a week ago, the motion is made to accept them as written as of this date, June 18, 2020.

Motion made to pass the changes to these policies – Moved by Dr. Labak, 2nd by Brian Towne, All passed.

Executive Director's Report – Frank Vonch

Frank mentioned that he COVID-19 has taken up much of what has been dealt with and discussed within the agency. Protocols have been put into place. The agency is gearing up to go back to in person contact. This will pose challenges that will need to be dealt with. Staff will be called back because case aide visits will be starting again. Staff are not always ready to come back for several reasons, one is COVID itself, the other is that some staff make more money on unemployment than they do working. Frank would like to do everything possible to keep everybody safe. This agency has been extremely fortunate in regards to COVID. A few staff have been quarantined after exposure to someone with COVID, but otherwise most staff have remained healthy.

Motion made to approve the Director's Report made by Bill Pfalzgraf, 2nd by Katie Bagley, All Passed.

The Board entered closed session at 6:15 p.m.

Motion moved to go into Executive Session by Marty Ricconi, 2nd by Jeff DeMoss, All passed

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