

Board Meeting Minutes

July 16, 2020

Room C – Ottawa Office

Present: Marty Ricconi, Jeff DeMoss, Katie Bagley (phone), Steve Bouslog (phone),
Bill Pfalzgraf (phone), Evelyn White (phone)

Absent: Dr. Sandra Labak-Ivanauskas, Brian Towne, Robert King, Cherie Reynolds

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

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#

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

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

*Motion was made to approve the June 18, 2020 Board Minutes – Moved by Marty Ricconi,
2nd by Katie Bagley. All passed.*

Treasurer's Report – Dave Conrad

June Financials – June is the end of the YSB fiscal year. Child welfare cases have trended up for the second half of the year. The agency finished up with 216 more Intact cases than what was expected. The agency was also up about 350 foster care cases. Revenue is up do to this. There have been staffing problems through COVID-19. Mileage expenses have been down as a result of staff working from home. Less has been paid out in licensed foster homes. The year ended with a much larger than expected surplus. All money from the grants that we received has been spent as was required by the grant. The agency was able to carry over some of the money for future years from some of our bigger fee for service contracts, including Intact and Foster Care, which requires the agency to come up with a plan for DCFS to spend it when the time comes. Some of this has been planned out. The agency received extra money due to COVID, which has been spent on capital items, office updates (new carpet in Ottawa) and equipment (a new vehicle for programs). The money should not be lost in the future. When the Department audits, it will all be reported and figured out. YSB has kept the spending of this money in a conservative range since the future of this situation is unknown. The State budget is up in the air, which may impact the agency in the future.

Approval of 2020-21 Budget – All of our current programs will be continuing contractually into the next fiscal year. The agency has received a 3% increase from the State. Federal funding is currently stable right now as well. More funding has been allotted for Hispanic Services. The budget relies on fixed grants and on case counts in child welfare. Based on what has been trending for this year, the numbers have been bumped up a bit for next year, assuming it will continue in the same fashion. The budget for this year was set at revenue of \$9.333M, next year is budgeted at \$9.9M. This includes the 3% increase plus the upswing in case counts. Dave is budgeting for a larger surplus as well. This budget includes all the potential new employees for the upswing in caseloads. Mileage has been lower, but that will not trend into next year so more has been budgeted for that. Operations overall should remain consistent.

Motion was made to approve the Treasurer's Report – Moved by Bill Pfalzgraf, 2nd by Katie Bagley. All passed.

Marketing/Development – Sue Trost, Lauren Beck (To Report at next Meeting)

Committee Reports

Building and Grounds – Frank Vonch

In having some excess funds, some projects have been taken on in the offices. New carpet is being placed in the Ottawa office. The company who is laying the carpet will also move all the furniture and equipment.

Board Development

Potential Candidates – Frank had placed this on hold for a while, but it is encouraged to find new members. The board can have up to 18 members, currently we are at 9. The goal is to find 3 new members in the next few months.

Personnel – Steve Bouslog

Nothing to report.

Executive Director's Report – Frank Vonch

Frank appreciates receiving comments on the board surveys. One comment in the director's report is to have more recent items listed. Frank said he has done this for over a year. The budget is always important, but there are two other major developments: renewing the license with DCFS, which YSB cannot work in child welfare in the State of Illinois unless the agency is certified with this license. The agency is in the process of finalizing all of the requested recertification items. Some policies that have not been addressed in the past are now being addressed. YSB should have a renewed license for four more years by the next board meeting in September.

Frank also pointed out that the second big project that is being worked on is reaccreditation through COA (Council on Accreditation), with Sherri Nestmann overseeing this. Every practicing agency in Illinois must be certified through COA. The timeline for this process has been affected by COVID-19. This has been a much more challenging process than anticipated, but it is still generally on target. The Strategic Plan is also a part of this process. Staff have been very cooperative. New guidelines are created each year based on what other States may have experienced.

Motion made to approve the Director's Report made by Steve Bouslog, 2nd by Evelyn White, All Passed.

Old Business

COA (Update) – Sherri Nestmann – This accreditation for YSB expires in October of 2020. We began working hard through each step of this process, which began in April of 2019. Currently, we are working on the self-study. The operational component of the agency has a set of standards assigned to it. There are 11 service sections that need to be completed. 6 administration standards dealing with ethical practices, governance, financial, HR, CQI, and risk management. Then there are 4 more service standards which deal with service delivery, including service environment, behavior support and management, client rights, and training and supervision. This will end up being a very large admission document, including approx. 1500 different documents. The agency hit its first big milestone with the

preliminary self-study, which the feedback report has been sent to the board. Sherri also had to submit 60 documents that had to do with behavior support and management, and that we do not use any type of restrictive behavior modification techniques. Also submitted was the CQI plan, the Annual Risk Assessment procedure and the Strategic Draft Plan. The final draft should be 70 or 80 pages. There are several components besides goals and objectives that must be listed, including SWOT (Strength, Weaknesses, Opportunity, and Threat Analysis). Input has come from staff which will be in the final plan, along with input from the Strategic Planning Committee which has been working with Sherri. The final self-study is due (uploaded) at COA by August 24th. Sherri expressed appreciation for those who have completed the surveys that were sent out. Over 2,000 online, confidential surveys will be sent out. Sherri encourages board members to do the surveys so they can reach 100% compliance. The agency will be able to see the results of the surveys AFTER the site visit, scheduled for October 18, which will likely end up being a virtual visit.

New Business

Draft Strategic Plan & Board Goals – Sherri Nestmann

Frank sent out a draft of the Strategic plan to board members, which contains Board goals and objectives. Sherri is asking the Board to look at the board improvement goals which were identified, and add any short-term goals or actions that can be taken for the next year or two which will work towards the greater goal. *Ex: “Implement a new board member recruitment plan, and to further develop the board with diverse membership that reflects the geographic areas we serve”* – please provide 3 or 4 tasks that each board member can do to accomplish this in the next year to achieve this goal. A few more board goals are: *“Being more engaged in fundraising”*, and the third is *“Board will increase their awareness of programs and through staff engagement”* Some board members have already given suggested goals. Most of the above goals have been staff suggestions. Sherri needs these goals by August 5. It needs to be approved by August 15. The final draft must be completed before the end of the self-study. Sherri suggested if board members have any other ideas, please let her know. She also wanted to thank the Strategic Plan Committee, who have done an excellent job. They will remain intact even after the COA study and accreditation have concluded. When COVID ends, Sherri hopes to begin in person training that will arise out of COA.

Sherri will be sending more policies to the board that will need to be approved by August 24. Frank mentioned these will be approved in an e-mail vote.

Approval of Ethical Adoption Practices Policy

Frank mentioned that this is a new policy that has arisen. Even though YSB doesn't have a private adoption program, the agency is involved in adoptions through foster care. This policy is a new requirement that was culled from national standards. In adoption and for all future needs, all the decisions made need to be done in the best interest of the child. Adoptions should not be related to profit. Birth parents must be considered in decisions where applicable. Diligent efforts are made to keep children connected with extended birth family. No agency can exclude anyone based on age, race, background, etc... This policy needs to be approved by the board.

Motion made to approve the Ethical Adoption Practices Policy by Katie Bagley, 2nd by Steve Bouslog, All passed.

COVID-19

Frank wanted to add a few comments on the challenges of this circumstance. The agency has been very fortunate so far. Several have been quarantined due to exposure, but as of today, only 1 person has tested positive and that person has healed and is back to work. All other staff around her tested negative. There were no clients involved.

YSB has followed CDC guidelines. There has been a bit of a push to get back to some kind of “normal functioning” by seeing clients in person again. The agency is looking at this program by program, and going by whatever the funders of the program say in regards to in person contact. Each program runs differently, so each program must be treated differently in regards to COVID. Protocols have been put into place for crisis situations. Any of these circumstances can change on a moment notice. The agency has been constantly vigilant. Every person who enters the offices must have their temperatures checked. Establishing in person contact on a larger scale will be the next issue for the agency to deal with. If anything changes, and it likely will, YSB will move towards the goals we are asked to fulfill.

On a final note, Dave mentioned that Sikich was going to do the preliminary audit last month, but it has been pushed to this month and it will all be done remotely.

Motion moved to Adjourn Session by Marty Ricconi, 2nd by Evelyn White, All passed

Next Meeting: Thursday, September 17, 2020 5:00 p.m. Ottawa Office