

Board Meeting Minutes

September 17, 2020

Room C – Ottawa Office

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

A motion was made to adopt the agenda – Moved by Katie Bagley, 2nd by Marty Ricconi, All passed.

A motion was made to approve the July 17, 2020 Board Minutes – Moved by Jeff DeMoss, 2nd by Katie Bagley. All passed.

Program Presentation-Lindsay Rossi, Outreach and Crisis

Lindsay discussed some changes due to Covid-19. Lindsay gave a brief overview of Outreach and Crisis. Services are for youth age 11-17 who left home without permission from the parent or guardian, have been forced to leave home or youth that may end up with contact with law enforcement. Typically, we see around 180 youth and their families within the three-year grant period.

YSB has crisis homes as well as short term emergency services. Currently YSB has three crisis foster homes, but we are actively recruiting more homes because we have had a couple that recently retired.

Outreach workers are trained to provide individual, group and family counselling, 24-hour crisis interventions, aftercare and provide follow up services for youth and families.

Referrals that we are seeing are a lot of mental health issues. It seems like since the Pandemic started we are seeing a lot of hospitalizations and a lot of legal and family conflict. The crisis calls have definitely increased since March. Lindsay gave a few examples of recent cases.

The Outreach staff have been doing a phenomenal Job. Jeff Demoss and Frank thanked them for their hard work.

Treasurer's Report – Dave Conrad

Budget update: After YSB presented the budget at the last meeting we received a letter from DCFS telling us we are now responsible for paying our unlicensed foster homes. We previously only paid the licensed foster homes and the Department would pay anyone who wasn't licensed. This was effective July 1, 2020. They said they put it in the budget, but it is an 80-page contract. Jeff asked, "Did they give any prior notice?" Dave stated, "Maybe a week and a half, but that is how things run. Basically, it is a pass-through funding. We budget for 180 unlicensed homes, we pay \$312 per month for each child."

Jeff asked how many licensed homes we have. Dave explained we have a couple hundred maybe a little more, it's about half and half right now. The budget is for 180, but we are actually over 200 unlicensed. Dave states he is explaining this because he had to adjust the budget. The revenue went up, but the expenses were up the same exact amount. Dave put \$312 x 180 as revenue and the same amount as expenses in the budget line. Our budget was a little less than 10 million and now it is a little more than 10 million because it's a significant amount of money as a pass through.

YSB will start the audit remotely with Sikich next week. We are targeting the November Board meeting for the audit report.

Looking at the August Financial statement, we are now two months into the fiscal year and we actually have a lot more in activity than we thought we would have. We have a little more in revenue, partly because of additional cases we have in Child Welfare. Dave made a note that we have DCFS passing along Child Welfare cases to us, both Traditional and Intact. Intact is a little lower than a couple of months ago. We are getting bombarded with cases. The state is basically saying it is a no decline contract, we have to take them and we are scrambling to meet the needs. Our revenues are up, we are hiring people, but we actually have a bigger surplus than we anticipated and it's actually quite large over 2 months.

We have expanded services in Redeploy. We now serve misdemeanors in Grundy and Bureau counties. That funding is now in here. We have hired staff for it and we are starting up these services.

We are on track with what we want to do, but it's putting the cart before the horse. We have more funding at this point in time than we are able to spend at this time. Overall, we anticipated a budget surplus of \$66,000.00 and we actually have \$364,000.00. Revenue was up about \$200,000.00 over the first two months. Frank mentioned that we are looking at various ways to expense some of the additional revenue so we aren't left with a surplus at the end of the year with the possibility of returning money back to the state.

*A motion was made to approve the Treasurer's Report - Moved by Katie Bagley, 2nd Marty Ricconi.
All passed.*

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

Most things have been put on hold. They will have a report ready next week on how we can be proactive and what we can get involved in going forward. If you have any questions you can ask Frank, Sue or Lauren.

Committee Reports

Building and Grounds – Frank Vonch

As everyone is aware, we have redesigned the warehouse to have separate rooms for different programs. The carpet in Ottawa has been replaced. Lastly over the next couple of months we will be taking a look at the Rockford office. The lease will be expiring and we have had difficulties with parking for staff and clients. We will assess it and come back to the board with suggestions.

Board Development – Frank Vonch

Potential Candidates – If there are any new candidates pass on to Frank. Jeff has a potential new candidate, Leanne Follis from JLL in Chicago, Marketing and Communications Supervisor. Jeff has been talking to her and should have a decision by this weekend if he can meet with her. Robert King is pursuing one in Rockford

Personnel – Marty Ricconi

Nothing to report.

Executive Director’s Report – Frank Vonch

Frank previously sent out the Director’s report. If there are any questions please contact him.

Frank wanted to touch base on a few things that are trending that could have an effect on not only our agency, but all non-profits after the decision on “fair tax”. There is a lot of emphasis on the need for fair tax and how that will help non-profits.

Something we have never talked about in the past that has been in process is the changes in healthcare for youth. It has been delayed many times, but finally DCFS is starting to transition into the new plan. It is called **Youth Care Health Plan**. Hopefully it will be a smooth transition and there won’t be an impact for the youth who are being transitioned.

One of the worst trends happening and it does have an impact on YSB, is the number of, hundreds of, children in psychiatric hospitals because there are no resources for them. They are ready to be discharged, but there is no foster home for them, no specialized home and no other residential program.

The most difficult trend facing non-profits and DCFS is something that started, from our perspective, over a year ago. That is finding qualified candidates for employees. We have been experiencing this problem for 12-18 months at least. After meeting with the Department, it’s the first time that I am actually saying we are experiencing the same thing. The difference being they are paying their staff \$30,000.00 more than what we can pay and they are not having any luck either. Out of that meeting it also came up that as an agency YSB has been outstanding on what we have tried to do to find and recruit employees during this. That is nice to hear because it is different. It is simply coming to candidates aren’t going into the field. It is too stressful, it’s too hard, they are young and just out of school and as soon as they can find something different. Even the amount of time they stay has shortened, it used to be we could expect someone to stay 12-18 months to get started and move on.

We had a conference call the other day and they acknowledged what we have done. Some of the things we have tried is employees recruiting employees-having employees trying to find someone that is a good recruit. We have tried direct linkages with colleges and enhancing on training, much more than just the mandated trainings, trying to emphasize they won’t find this anywhere else-the training and agency support.

Joyce stated that staff have been absolutely wonderful about taking on extra work and going above and beyond what they should be carrying. We have been able to compensate them, but money is not everything. They are working long hours. They need to be given a round of applause. Jeff commented, Absolutely! Dave stated that they need to see the light at the end of the tunnel.

A motion made to approve the Director's Report made by Katie Bagley, 2nd Dr. Sandra Labak-Ivanauskas, All Passed.

Old Business

COA (Update) – Sherri Nestmann

Thank you to the board for getting all policies and documents approved and signed for us to submit to COA. We have to submit the self-study by August 24, 2020.

Since the last meeting we were notified we will now have a virtual visit, so no one will be physically at YSB to do the site visit in October, 2020. Everything will be done via Zoom and the computer. They have moved up the onsite evidence. Not only do we have to do a self-study, but we also have to submit additional materials supporting our practices. We have been working fast and furious. We have a deadline of next week to get all of that together. Sherri has a one week period of time to get it all submitted. In addition to that, our files also have to be uploaded. The files that they are going to be reviewing, since they won't be onsite. It's been a scramble. All supervisors are working very hard and diligent to get this done so we can make the deadline. They have moves up the site visit about one day. It will start October 16. We have three reviewers and we have had a couple of meeting with them. We are hopeful it will run smoothly.

COVID-19 Frank

As far as supplies, we have been very good at having the supplies that we need. The biggest challenge is that it is an everyday challenge from the moment they come to work or out in the community. Following protocols, as far as safety, is our number one priority for staff, clients and children. Overall, we have been quiter fortunate. All programs are basically governed by their funder requirements. Some programs are extremely more active than others. Outreach, Intact, Foster Care and Homeless programs, have been out and about going above and beyond. We are classified as an essential service and there is not a whole lot of leeway other than following everything we possibly can. If there is something that poses a risk we will put a halt to it. I don't see things changing as far as YSB, in the immediate future. We haven't encountered any major issues as far as services. It might take doing things a little different than what we have done in the past. Overall all services in all programs have responded right from the start.

New Business - Jeff DeMoss

Succession Plan

Jeff asked if we got the Succession plan changed. There were a few comments from before because there were two names in there for the Succession plan. Frank said, "yes that got changed to just one person". Jeff said "So, that's all done, all good?" Frank commented he didn't know. He listed Steve and Marty for comments because on the last comments they had mentioned there needed to be more discussion. So that's why they were listed. Jeff then stated, "Marty, you don't have anything more to

say, it's down to naming the one, right?" Marty, "that was one of the things. I was also concerned, Frank are there any other requirements beyond what is listed in the job description for the Director or the Director of Child Welfare Services as far as licensing goes, because in the job description there is no mention of that at all." Frank, Mention of what Marty? Jeff- Licensing and things for the Executive Director. Frank-The Executive Director has to meet all of the licensing requirements by the Department of Children and Family Services. It's not in there as far as the succession plan. That succession plan was taken from a previous succession plan that the agency has had. It's meant as an outline internally. It also points out that it is not set in stone. The board can make changes to it at any time. But back to your question Marty, as far as licensing, the Executive Director would have to be someone who meets the Departments requirements. The Departments not inclined, as far as the succession plan per se. They would be inclined as to who the interim Executive Director meeting the licensing standards. Marty-And that position of Director of Child Welfare Services must be the only position that actually meets those requirements, Right? Frank- I don't know about that. That would be the easiest for somebody in that position to meet all of those requirements. I don't have all of them (requirements), but like I said, as long as whoever it is that the board would approve meets those requirements. Now let me just contrast, prior to me taking the agency that succession plan had somebody appointed who didn't meet the credentials. In fact, there was a time when the former Director left the agency and that person was in charge. My guess is that the Department was never notified. Once we took over in 2013 we made sure that is adhered to. Back to your question, anybody that meets the requirements could be appointed by the board. I will just say that given the Child Welfare position it's the largest program in the agency. It has the most staff, it has the direct contact with the Department over licensing and policies. That is why I selected that person as far as being the person to recommend to the board. But, like I said, it also says in there that the board can make changes. Mart-I'd be ok with that. I would suggest that under job qualifications it would be a good idea to have those qualification listed. That is a job description to me, Frank-it can be added, but it is also listed in our policies to have a licensed with the Department. There is a whole section regarding what the licensing requirements are for the Executive Director. But, it can always be added to the job description. Marty-that would be my point. It's just that simple. I think that would be a good idea to do that. I would approve it with the stipulation that you do add that to the job description. Frank-That's fine we can add it. I don't know if you want to have a vote on it, but it can be added. Jeff-I think we can just add it like that, it makes sense. You know, common sense approach. Dr. Labak-Ivanauskas suggested it be added as an addendum. Frank-Yes, we can add it to the second page where it lists other items. It can be highlighted. That is a good way of going about it. Joyce-it's very specific in the DCFS procedure that there is a paragraph that list it exactly. Frank-we will cut and paste exactly from the policies. Dave-Isn't there a COA language too as far as the qualifications of the Executive Director? Frank-we will double check that. I would hope they would be similar to the Department. Dave-One time we actually called COA to find out what the requirements were. Maybe it was through the hiring process of the Executive Director. Joyce-I think we did, we were looking at Master level explanation. We were confused on what does Masters mean. Frank-If it's all right with everyone we will research that and at the next meeting we will have that outlines. Jeff-I think that will work.

Mutual of America 401K

Frank gave an overview of why we selected Mutual of America for our retirement benefits and how accommodating they are. He pointed out that on 6/30/2020 YSB had 114 employees and 94 were participating with a participation rate of 82.5. The benchmark that YSB is compared to is 84%. There are 69% of staff who are invested in actual retirement funds. 99% of participants have not borrowed from or withdrawn funds during this reporting period. Joyce is working with Mutual of America to get a letter out to staff letting them know they will be contacted by Mutual of America to answer any questions staff may have.

All Staff Events

Frank explained that due to COA different training requirements have come up. Recently YSB was required for all staff to have Behavioral Support and Management training. Out of 114 employees, 111 attended the training.

Board Survey Responses

Jeff stated Frank is getting ready to send out more thorough responses regarding negative board comments and his response to them. Maybe there are a couple of items in there with some misinformation. Jeff would like all board members to take a look at it. Frank is putting his best foot forward and we are trying to make sure the board is satisfied with what the Executive Director is doing in the organization. Comments can be sent to Frank or the entire board. Frank will email the questions to all board members in the next week. Frank feels like the best way is to make sure the context and information is correct.

Motion moved to Adjourn Session by Jeff DeMoss, 2nd by Katie Bagley, All passed

Meeting adjourned at 6:00 pm

Next Meeting: Thursday, November 19, 2020 at 5:00 p.m. Ottawa Office