

Board Meeting Minutes

September 15, 2022

Room C – Ottawa Office

Present: Jeff DeMoss, Katie Bagley (Zoom), Rici Dale, Kate Lance and Evelyn White-Simmons (Zoom).

Present (Staff): Frank Vonch, Sue Trost, Sherri Nestmann (Zoom) and Laureen Beck (phone).

Absent: Detective Ozzie Landeros, Bill Pfalzgraf, Robert King, Bill Truemper, Travis McDonald, Dr. Sandra Labak-Ivanauskas and Brian Towne.

Absent Staff: Dave Conrad, Joyce Garbs, Kerri Schunke.

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

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

Adopt Agenda: A motion was made to adopt the Agenda-Moved by Rici Dale, 2nd by Kate Lance. All approved.

Approve the May 19, 2022 minutes: A motion was made to approve the May 19, 2022 Minutes-Moved by Katie Bagley, 2nd by Rici Dale. All approved.

Presentation-Sherri, Executive Director search

In early August the position was posted on the following with a deadline for resume submission of August 26th:

Indeed- Aurora and Ottawa Area

ICOY

Local Chambers of Commerce

Constant Contact Email Campaign

Internally

On external Agency Website and Facebook

ICAP

Approximately 60 resumes were received. There were 5 discounted due to not having a Masters' Degree. Joyce, Kerri and Sherri reviewed the remaining 55 individually and made their selections to recommend moving forward. The three divided them into yes, maybe's and definite noes. On 8/31 Joyce, Kerri and Sherri met to discuss our choices and came to a consensus of 10 applicants to move forward to the prescreening process. Additionally, we reviewed and agreed upon the pre-screening questions. Joyce and Kerri conducted prescreens, each lasting 15-20 minutes, during the first week of September with 7 of the 10 applicants. There were three who didn't respond to the request.

On 9/12, the admin team met to discuss the 7 applicants and the results of the prescreen. From that discussion 4 applicants were identified for interviews with the admin team, 2 were disqualified based on how they responded in the prescreening and 1 applicant was placed in a maybe status. The team was also requested to submit questions they would like to see asked generally and specific to their program or department. These questions were compiled and feedback on any further questions are due this week to Lisa Gustafson. The team will decide who asks what and what order for a smoother process. The scoring guide for the applicants is being revised to give more parameters to scoring in some categories to limit subjectivity and will be agreed upon by the team.

Due to the limited number of applicants (4) viewed as appropriate to interview, the job has been reposted on Indeed for both Ottawa and Aurora. The job description was slightly revised with a stronger emphasis on Executive Leadership experience, the position is also posted on the agency website.

In the meantime, during the week of 9/26, the Admin Team will be conducting 4 interviews with the identified applicants, through either Zoom or In-person depending on their location. Any applicants from out of state understand that if they are to be passed on to the Board for an interview, this would need to be done in person.

Jeff noted that he thought there would be a lot of more qualified candidates. Katie asked if most of the applicants are local or willing to relocate. Sherri explained that two are local and the other two want to relocate to Illinois.

Treasures Report: Frank

Frank stated that normally the treasures report is a month behind, but due to a lot of state issues with payments etc., the August report has not been finalized. Dave will send it out when it is done.

Based on July it is usually the hardest month to project off of because it is the first month of the new fiscal year. Basically, the revenue is up slightly and expenses are at about what was projected. The excess was projected to be \$45,000.00, but came in at \$210,000.00 due to the number of children in child welfare.

As an agency it is hard to serve 600 plus children. This puts a strain on everything. We can be fully staffed one day and not the next. This creates chaos; however, we have done a really good job dealing with the chaos.

All other programs are at what was expected. Funding and expenses are stable.

The Sikich audit will begin next week. Hopefully they will be able to have the audit completed and a report ready for the November Board meeting. They will be in the office about one week.

A motion was made to approve the treasures report. Moved Katie Bagley, 2nd Rici Dale.

Marketing & Development:

South-Sue Trost-

Star Tree: Sue reminded board members of the upcoming Star Tree. She asked that if any board member knew of any individual or business who would like to receive the information to please let her know. The Star Tree sponsor information and pledge sheet will go out around October 8. Last year approximately 300 children were provided gifts through the Star Tree. The Star Tree serves clients in the southern area of YSB.

Annual Report: The annual report is almost completed. Hopefully it will be sent to the printers by the end of September. If anyone knows of any business that should receive one please let Sue know ASAP.

In the Ottawa area we have been attending local community events to promote YSB. We attended the Ottawa/Marseilles police departments National Night out as well as the L.E.A.S.E. Back to School Bash. Staff will also assist with the UAW Charity Golf Outing. In October we will have a table set up at the L.E.A.S.E. Halloween Trunk or Treat event.

Trinity Lutheran Church in Ottawa continues to provide donations of food, gas cards, personal care items and infants items.

We had an online back to school supply drive and Green Thumb Industries in Oglesby collected school items from their employees and the company.

Immanuel Lutheran Church, Peru donated 20 hand sewn quilts for clients.

Sue was hoping to have her replacement hired before the Star Tree starts so she can train him/her the process.

North-Laureen Beck-

Wheaton Academy will have a homecoming event on September 21st. The students will collect pajamas, books and infant needs for YSB. Last year they donated 7 cars packed to the brim.

Stuff Our Stockings: Laureen has sent some information to potential sponsors. Two larger sponsors are Foster Care Alliance in Rockford and Allstate. She will mail out her Christmas letters the first week of October. Last year there were approximately 540 children who received gifts in the northern YSB area. Laureen expects to have 600 or better this year due to the rising number of foster children. She will also contact Toys for Tots.

Committee Reports:

Building and Grounds: Frank Vonch

We have found a new office in Peru to replace the LaSalle office. The move has been completed.

The roof in Ottawa is set to be replaced starting the end of September.

Board Development: Katie Bagley

The committee will meet in either September or October to work on the goals.

Fund Development-Kate Lance

The committee will meet in October. The committee will continue with the Strategic Plan goals. With recommendation from Frank to not plan any large fundraisers, the committee will continue to look at smaller fundraising options. Frank explained that with large fundraisers it had gotten to the point where we had difficulty selling tickets. Frank spoke of the good relationship we have with the local UAW and for little effort we get a decent sized donation. The new Executive Director may want to look at fundraising differently.

Personnel Committee: Rici Dale

The committee hopes to have the revised education assistance policy recommendations for the November board meeting.

The committee would like to work with board president, Jeff DeMoss, to set up the Executive Director interviews. The committee recommends that any board member who would like to be involved with the interviews do so in person.

Executive Directors Report-Frank

Frank noted that his report was sent out with the board meeting materials.

DHS: -Statewide it has been difficult for some agencies to receive their funding/payments. YSB is only missing one contracts thus far.

ICOY (Illinois Collaboration on Youth): -We are members of ICOY. They provide trainings for our staff. They are starting a new program, "Trauma Talks" which any staff can be a part of.

Monkey Pox: -There are 1000 cases in Illinois. We are keeping an eye on new information as it develops.

Funding Opportunities: - There are a lot of funding opportunities for new programs, which we look at, but for now with the difficulty in staffing we can't expand.

DCFS: -They are supposed to be improving the time it takes to get background checks cleared. They promised a three day turn around, but that has not happened. The background checks are clearing faster at about 2 weeks. Hopefully it will continue to improve because staff can't work with children or families until they are cleared.

K-12 Covid Restrictions: - Schools are recommended to ease restrictions. They found that remote learning was not successful and mental health of adolescents have taken a toll during Covid-19. Kate Lance explained that in her school the children are allowed 5 mental health day per year.

A motion was made to accept the Director's report. Moved by Kate Lance, 2nd Rici Dale.

Old Business:

Personal Vehicle Use, Authorization Driver: -Sherri

The new policy was approved at the last board meeting. Frank discussed some of the serious violations such as excessive speeding of 15+ mph over the limit. As a child welfare agency with staff transporting children we view this seriously. Our policy is very clear and there may be disciplinary measures that could occur if the problem continues. Frank noted that it would be very difficult to explain to a biological parent, who had their children removed, that we have an employee who is driving that fast if there was an accident. Violators are also subject to a safe driving training course, which includes a test.

All Staff Retreat: - Sherri announced the retreat will take place in November. The focus will be on employee safety and self-defense. Ozzie Landeros will provide training on situational awareness and personal safety. Sherri stated she is still looking for someone to do the self-defense portion. **All board members are welcome to attend. Please let Frank or Sherri know if you plan to attend for planning and food purposes.**

Security Threat: - We have hired a security guard for the Aurora office.

New Business:

Staffing-Frank

We have recently hired 11 new staff. Hiring is an ongoing process child welfare. Counselling can also be difficult to find news staff to fill vacant positions. Sue's position has been posted again. The Payroll Specialist position will be reincorporated into the fiscal department. Kerri has been training for a year to take over Joyce's position.

DCFS Emergency Rule: - DCFS put in an emergency rule in January 2022 for child welfare supervisors. The rule states that staff who have a masters degree and a number of years of experience they could apply for a supervisory position. Their application would be reviewed by DCFS. We had one staff from Rockford who was approved. In March DCFS withdrew the rule and then reinstated it in mid-August.

Review of Leases: - We have a new lease for the Peru office, all other leases are okay at this point.

Fire Inspections: -

COA-MOA: - The MOA has been submitted to the Council of Accreditation. The new process will start next in 2023.

A motion was made to adjourn the session, Moved by Katie Bagley, 2nd by Evelyn White-Simmons.

All passed

Meeting adjourned at 6:10 pm

Next Meeting: Thursday, November 17, 2022 at 5:00 p.m. Ottawa Office

Check out our Facebook page for news! [fb.me/ysbiv](https://www.facebook.com/fb.me/ysbiv)