

Youth Service Bureau of Illinois Valley
Board Meeting Minutes
May 25, 2023

Present Board: Rici Dale, Katie Bagley, William Pfalzgraf, Kate Lance, Dr. Sandra Labak-Ivanauskas, Evelyn White-Simmons

Absent Board: Ozzie Landeros, Travis McDonald, Bill Truemper

Present Staff: Sam Tenuto, David Conrad, Sherri Nestmann, Kerri Schunke, Lauren Beck

Board President Rici Dale called the meeting to order 5:00pm

Adopt Agenda:

Motion was made to adopt the May 25th 2023 Agenda by Katie Bagley with 2nd by Kate Lance. All approved and Agenda adopted.

Approve the March 16th 2023 Minutes:

Motion was made to approve the March 16th 2023 Minutes by Katie Bagley with 2nd by Kate Lance. All approved and Minutes approved.

Mission Moment:

Foster Care Licensure staff Alyse Borlan and Christine Watson presented on YSB's Licensure Department. We discussed their role and importance in recruiting and licensing safe Foster Care homes. We also discussed ways to support Foster Care family recruitment. Discussion took place on the benefit of staff having agency cell phones and to a lesser degree possibly having tablets.

Treasurer Report:

Dave Conrad provided an update on the April 2023 Financial Statements that were included in the YSB Board packet.

Revenue- Child Welfare Care cases counts are slightly higher than budget through April. Aftercare/Case Management cases continue to be slightly higher than budget at 114 year to date. Intact cases are higher than budget at 102 year to date. We continue to hire child welfare staff to meet our needs. The agency has been providing extra pay to staff for their extra workloads.

All other programs are right in line with their revenue budgets for FY2023, however, our donations are higher than budgeted due to a large donation from Allstate for \$50,000.

Expense- Overall expenses are down \$292K versus budget. Salaries are right on budget, mostly due to extra pays for extraordinary cases, as we continue to fill open positions. Payroll related costs (benefits, taxes, work comp) are down even though payroll is not, due to paying extras to existing employees, versus having full staffing, which would increase the benefit costs.

DCFS incorporated new mandatory positions in our FY23 foster care contract. The agency is in the process of recruiting and hiring these new positions. Currently we have filed 5 of these new positions with recruitment continuing for another 5 workers.

Overall, YSB is showing a surplus of \$938K versus a budgeted surplus of \$462K.

Motion was made to approve the April 2023 Financials by Katie Bagley, with 2nd by Kate Lance. All approved and April Financials approved.

Committee Reports:

- Building and Grounds- Update on search for new office to replace our current Princeton office. We have run out of space to professionally serve for our Foster Care and Therapy services located at Princeton. We are working with a realtor to evaluate the old Family Video store in Princeton. It has ample space to meet program needs.
- Board Development- No new developments.
- Personnel- Agency is focusing both on staff recruitment and retention.
- Finance- Dave Conrad covered in the financial section of the meeting.
- Fund Development- Marketing Director (which will also support Development) has not been filled. Fund Development committee will resume after Marketing Director is hired.
- Audit Committee- YSB will continue to utilize SIKICH for our annual financial and retirement plan audits.

Human Resources:

Kerri Schunke updated on open positions and current recruitment strategy.

New Employee Assistance Program implemented for all YSB staff.

In May/June we will be conducting our annual review of all YSB policy and procedures.

Quality Improvement:

Sherri Nestmann updated on the Agency Wide CQI Executive Summary report that was included in the Board packet. Our CQI process is strong with good partnership between Sherri/Compliance CQI dept and the different agency programs and departments. Overall, the agency is in good standing with our outcomes and performance measures.

Development/Marketing:

Marketing Director position posted and still screening applications.

Lindsay Rossi continues to help with agency Facebook postings.

Executive Director Report and Program Updates:

Sam reviewed the Executive Director Report and Program Updates included in the Board packet.

Old Business:

- Update on YSB Employee Tuition Assistance Program Policy. Will be sent to all staff for review during our annual policy review process in June.
- Update on YSB Credit Card Policy/Gift Card Policy. Will be sent to all staff for review during our annual policy review process in June.
- Current Whistle Blower Policy and Grievance Policy was shared.

New Business:

- No new items discussed.

Motion made at 6:30p to close the meeting made by Katie Bagley with 2nd by Kate Lance. All approved and meeting adjourned.

Minutes respectfully submitted by Sam Tenuto.