

Youth Service Bureau of Illinois Valley
Board Meeting Minutes
July 20th, 2023

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

Absent Board: Ozzie Landeros, 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 add (Line of Credit Renewal) to Old Business Section by Katie Bagley, with 2nd by William Pfalzgraf. All approved and agenda amendment adopted.

Motion was made to adopt the July 20th 2023 Agenda by Katie Bagley with 2nd by Evelyn White-Simmons. All approved and Agenda adopted.

Approve the May 25th 2023 Minutes:

Motion was made to approve the May 25th 2023 Minutes by Katie Bagley with 2nd by Evelyn White-Simmons. All approved and Minutes approved.

Mission Moment:

Cathy Zeier (Director of Foster Care) presented. The Foster Care team exceed the DCFS annual performance measure of 40% permanency. The team achieved approx. 45% success, a huge accomplishment! Cathy also shared a store of youth in our care that grew up under intense trauma, abuse and a target of sexual exploitation. The team displayed extreme patience and commitment to help the youth. They were recently able to safely transport to her a residential facility in Nevada that can focus on her intense needs.

Treasurer Report:

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

Dave also presented the FY24 Budget with associated assumptions.

Motion was made to approve the FY24 Budget by Evelyn White-Simmons with 2nd by Dr. Sandra Labak-Ivanauskas All approved and FY24 budget approved.

Committee Reports:

- Building and Grounds- No meeting held since last Board meeting. 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. We have built a part-time maintenance handyperson position into the FY24 budget.

- Board Development- No meeting held since last Board meeting. Board membership will be discussed under Executive Session.
- Personnel- The committee met to conduct the agency annual policy review. Staff were provided the chance to review the agency policy manual and recommended changes. Staff feedback was reviewed and was discussed under the New Business section of the meeting. The agency continues to focus 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. Pre-planning for the agency audit has started.

Human Resources:

Kerri Schunke updated on open positions and current recruitment strategy. The agency conducted the annual review of all YSB policy and procedures. Recommendation to check on “handshake website” for staff recruitment. Agency all staff virtual Townhall took place on July 18th.

Quality Improvement:

Update on Council on Accreditation (COA) planning for 2024 was provided, including attachment (Steps to Accreditation). Our COA site visit is scheduled for 9/9/24. Our Board members will engage the review. Strategic planning will start in October and will include Board engagement. 4th Q CQI date is being reviewed and will be presented at the next Board meeting. DCFS prioritizations were shared with a greater focus on reunification and agency safety measures. DCFS indicated that they will be providing agencies additional funding for safety measures such as personal safety call buttons for staff working in the field. 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 is close to being hired. Laureen updated on funding needs and opportunities related to the upcoming school year (ex. School supplies). 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 provided on the decision to make available agency cell phones to staff that want. The roll-out plan will be done in phases starting with the Child Welfare teams.
- Dave Conrad presented the need to renew our Line of Credit. This is a planning tool and not based on immediate need to access. Motion was made to renew the Line of Credit by Katie Bagley, with 2nd by William Pfalzgraf. All approved, and renewal of Line of Credit passed.

New Business:

- Motion was made to add Juneteenth as an agency paid holiday by Evelyn White-Simmons, with 2nd by Katie Bagley. All approved, and addition of Juneteenth as an agency paid holiday passed.
- Discussion took place on adding paid parental leave to agency policy. Our current policy is appropriate. Kerri will review our policy to make sure that it clearly matches with FMLA law that parental leave is for both parents.
- Discussion took place on the ability of the agency to negotiate benefits for new hire. It is understood that this can be utilized as a recruitment tool for management level positions but the agency must be mindful of staff consistency. Decisions related to management will be determined by the H.R Director and Executive Director. Decision related to the Executive Director is determined by the H.R Director and Board of Directors.
- Discussion on the revised gift card policy and form to include a signature by the client was discussed.
- Discussion of Conflict of Interest Policy took place and was included in the Board packet. No revisions recommended.
- Board agreed to have the September Board meeting take place at the YSB Aurora office.

Motion made at 6:30p to close the and enter Executive Session.

Minutes respectfully submitted by Sam Tenuto.