

**Youth Service Bureau of Illinois Valley
Board Meeting Minutes
September 21st , 2023**

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

Absent Board: Ozzie Landeros, Evelyn White-Simmons

Present Staff: Sam Tenuto, David Conrad, Sherri Nestmann, Laureen Beck, Cathy Zeier, Beth Osmund

- Update was provided that Ozzie Landeros gave notice on 9/21/23 that he can no longer serve on the YSB Board due to other commitments.

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

Adopt Agenda:

Motion was made to adopt the 9-21-23 2023 Agenda (including addition of Conflict-of-Interest Policy under Old Business) by Bill Truemper with 2nd by Kate Lance. All approved and Agenda adopted.

Approve the July 20th 2023 Minutes:

Motion was made to approve the July 20th 2023 Minutes by Dr. Sandra Labak-Ivanauskas with 2nd by Bill Truemper. All approved and Minutes approved.

Mission Moment:

Meeting was held at our Aurora office. Cathy and Laureen discussed the services provided and how the building is set-up. Foster Care and Intact Family services are provided at the site. We also discussed the potential need for a youth in crisis to spend the night at the office (with staff supervision) until placement is secured. Sam discussed with the Aurora city staff that the office is not set up as a residential setting and this is only for infrequent crisis situations that are fully supervised by staff. Bill Truemper offered to reach out to the city to share our potential need for this last option to provide safety.

Treasurer Report:

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

Revenue:

Child Welfare revenue has started out over budget for FY24. For the first 2 months of FY24, we were right in line with Foster Care cases and over budget in Intact cases

Staffing remains slightly below budget. We continue to hire more caseworkers.

All other programs are in line with budget expectations.

Expenses:

Expenses are down overall compared to budget. We will continue to monitor expenses. With the additional cases and expanded services, we will continue to hire and spend to insure appropriate service levels.

Overall YSB is showing a surplus of \$343K versus a budget surplus of \$50K.

Discussed the updated Purchase Order Form that now included signature lines for originator and supervisor.

Update provided on FY23 Audit.

Motion was made to approve the August 2023 Financials by William Pfalzgraf with 2nd by Bill Truemper. All approved and April Financials approved.

Committee Reports:

- Building and Grounds- The Board discussed combining Building and Grounds and IT, with the Finance Committee. Bill Truemper will review and revise the YSB Bylaws to reflect this. It will be sent to the Board for review 30 days prior to the November Board meeting. It will be discussed and up for vote at the November Board meeting..
- Board Development- Committee has not met. At the Board meeting it was discussed that staff will share a new Board member application with current Board members. A social media post will be done by staff on YSB Board recruitment.
- 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 has been hired (Beth Osmund). A Fund Development/Marketing Committee took place on September 20th 2023. The committee discussed: purpose of the meeting, structure of the meeting agenda, membership and meeting frequency.
- Audit Committee- We should have an update on the SIKICH audit at our November Board meeting.

Human Resources:

Update provided on open positions and current recruitment strategy.

Agency monthly Staff Shout Out Program started.

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.

Foster Parent Law Plan implementation is being developed with a due date of 11/15/23 to DCFS.

Development/Marketing:

Marketing Director position filled (Beth Osmund).

Beth and Laureen updated on marketing and development efforts. Details included in the Board packet.

Executive Director Report and Program Updates:

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

Old Business:

- The agency reviewed YSB's Paid Parental Leave for New Child. Both parents are eligible. Staff can use sick time to cover this time.

Conflict of Interest Policy that was previously discussed and reviewed by the Board was formally voted on. Motion was made to approve the Conflict of Interest Policy by William Pfalzgraf with 2nd by Dr. Sandra Labak-Ivanauskas. All approved and Conflict of Interest Policy approved.

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New Business:

- Board members will be completing remote training on Trauma Informed Care.
- Board members will be completing remote training on LGBTQ inclusion.
- Board members will be completing remote training on Equity/Diversion/Inclusion.

Motion made at 6:30p to close the meeting made by Bill Truemper with 2nd by William Pfalzgraf. All approved and meeting adjourned.

Next Meeting- November 16th 5p at YSB Ottawa office.

Minutes respectfully submitted by Sam Tenuto.