

**Youth Service Bureau of Illinois Valley
Board Meeting Minutes
1-18-2024**

Present Board: Rici Dale, William Pfalzgraf, Bill Truemper, Evelyn White-Simmons ,Travis McDonald, Katie Bagley, Kate Lance

Absent Board: None

Present Staff: Sam Tenuto, David Conrad, Kerri Schunke, Sherri Nestmann, Lauren Beck, Cathy Zeier, Beth Osmund, Lindsay Rossi for Mission Moment

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

Adopt Agenda:

Motion was made to adopt the 1-18-24 Agenda by Bill Pfalzgraf with 2nd by Bill Truemper. All approved and Agenda adopted.

Approve the November 16th 2023 Minutes:

Motion was made to approve the November 16th 2023 Minutes by Bill Truemper with 2nd by Kate Lance. All approved and Minutes approved.

Mission Moment:

Lindsay Rossi (Director of Youth Outreach Services) updated on following services and team providing them: Runaway and Homeless Youth (Outreach), Transitional Living Program/Homeless Youth, Hope House and Ladd After School Program.

Treasurer Report:

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

Revenue:

Child Welfare- Child Welfare Care case counts are slightly higher than budget, mostly in Intact.

DCFS issued contract amendments that take effect 10/1/23. All DCFS contracts provided increases which in total are estimated to be an additional \$1 million in revenue over the remainder of the year. Foster parents were given increases of approximately 20%. DCFS's intent behind the increase was to raise staff salaries to improve recruitment and retention.

All other programs are very close to their revenue budgets for FY24.

Overall revenue was up a little over \$870K, and expenses up \$450K, mostly due to DCFS contract increases.

Expense:

The agency incorporated DCFS additional funding into existing employee salaries and reviewed and updated salary guidelines for new hires. The goal is to continue the push to hire for full employment to bring workers caseloads in line with contractual requirements.

Overall, YSB is showing a surplus of \$569K versus a budget surplus of \$149K.

An update was also provided on the new Princeton office lease and construction plans. Note, once YSB moves into the new larger location (the current Princeton office will be vacated).

An update was provided on the Crystal Lake office expansion, construction items and transition. Note, this is an additional office space in the current building complex we are located in.

Committee Reports:

- Finance, Building, Grounds and Technology- Items were discussed under the Finance section of the meeting.
- Board Development- Annual Board Office Positions and Committee member assignments discussed under new business.
- Personnel- Committee has not met. Agency is focusing both on staff recruitment and retention.
- Fund Development- Update provided on holiday letter appeal and client gift giving programs. Discussed the reviewing the timing of all agency appeals during a calendar year. Discussed focusing on major corporation support.
- Audit Committee- Committee has not met since the last audit.

Human Resources:

Kerri updated on current open positions and recruitment strategy.

Quality Improvement:

Sherri provided an update on our COA (Council on Accreditation) 2024 planning. Update on agency legal risk assessment (will be sent to the Board before the next Board meeting).

Development/Marketing:

Beth and Laureen updated on marketing and development efforts. Details included in the Board packet. Board discussed and recognized the staff dedication and efforts with the client holiday giving programs.

Executive Director Report and Program Updates:

Sam reviewed the Executive Director Report and Program Updates included in the Board packet. Discussed focus on agency culture, values and outcomes. Recognized staff collaboration with holiday gift giving programs.

Old Business:

- Update provided on agency strategic planning. Discussed Board engagement with the process at the next Board meeting.

New Business:

- Board Office Positions were discussed and voted on:
 - YSB Board President- Katie Bagley nominated Rici Dale, with 2nd by Bill Truemper. All approved and Rici Dale approved as YSB Board President.
 - YSB Board Vice President- Rici Dale nominated Bill Pfalzgraf, with 2nd by Evelyn White-Simmons. All approved and Bill Pfalzgraf approved as YSB Board Vice President.
 - YSB Board Secretary Treasurer- Rici Dale nominated Evelyn White-Simmons, with 2nd by Bill Pfalzgraf. All approved and Evelyn White-Simmons confirmed as YSB Board Secretary Treasurer.
- YSB Board Committee assignments were discussed and updated. A revised listing will be email to the Board.

- Motion was made to approve the YSB Client Right Policy by Katie Bagley with 2nd by Kate Lance. All approved and YSB Client Right Policy approved.
- Motion was made to approve the YSB Mental Health Policy by Katie Bagley with 2nd by Evelyn White-Simmons. All approved and YSB Mental Health Policy approved.
- Motion was made to approve the Record Keeping and Retention Policy by Katie Bagley with 2nd by Bill Truemper. All approved and YSB Record Keeping and Retention Policy approved.
- Motion was made to approve the YSB Service Environment Policy by Katie Bagley with 2nd by Kate Lance. All approved and YSB Service Environment Policy approved.
- Motion was made to approve the YSB Space Heater Policy by Katie Bagley with 2nd by Evelyn White-Simmons. All approved and YSB Space Heater Policy approved.
- Motion was made to approve the YSB policy update to align with the “Illinois Paid Leave for All Workers Act” by Katie Bagley with 2nd by Kate Lance. All approved and YSB policy update to align with the “Illinois Paid Leave for All Workers Act” approved.

Other: None discussed.

Motion to adjourn the YSB Board at 7p by Rici Dale with 2nd by Bill Trumper, all approved.

Next Meeting- March 21st 5p at the YSB Ottawa office.

Minutes respectfully submitted by Sam Tenuto.