Baptist Children’s Home and Family Services
Doug Devore, Executive Director

Let the redeemed of the Lord say so...

The Psalmist David writes in Psalm 107:2 “Let the redeemed of the Lord say so...” We are to “say so” with our lives, our hearts, our voices, our time and our resources. We are to “say so” in our response to the needs of others. When we do we reflect the heart of God.

Thank you for your faithfulness during the year. Thank you for your prayers, your volunteer efforts and your financial support. Your support made a difference in the lives of hundreds of children and families in Illinois and hundreds more in Uganda.

During the year we provided care to 1,279 children and adults through our various Illinois based ministries. While some areas of our service were slightly lower than 2013, our Safe Families for Children ministry and our Pathways counseling ministry both grew. We also expanded our aftercare services for Angels’ Cove clients through a partnership with Lifeboat Alliance, the homeless shelter in Mt Vernon, IL.

Our ministry to orphans outside of IL, Latreia International, included two mission teams to Bukaleba, Uganda to minister to Arise Africa International’s Babies’ Home and the villages that surround it. One team provided medical and vision care to over 2000 people and saw 150 professions of faith; the second team provided Bible school for children, maintenance work at the Babies’ Home, and training to local pastors and their wives and saw 6 children make professions of faith.

Back at home the Board of Trustees developed new bylaws for the agency and amended our Articles of Incorporation to maintain compliance standards for our not-for-profit status. They also worked with staff to develop a new Strategic Plan to guide the agency’s response to the critical issues it is facing now and anticipates over the next 3-5 years. These issues include changing cultural norms; the growing complexity of family problems and individual trauma; competition for services; insufficient income; litigation risks; staff and donor recruitment challenges; and retirement of key employees.

In addition we achieved Hague Accreditation for our intercountry adoption program through the Counsel on Accreditation as authorized by the U.S. Department of State. This accreditation signifies excellence in our program and guarantees that we meet standards for adoptions that protect children from abduction, exploitation, sale or trafficking of children.

In a year of great accomplishments there were also challenges. We experienced cash flow problems throughout the year that were caused by extraordinary employee medical costs and less than anticipated income. To counter this we reduced operating expenses by closing Staley cottage, a group home on the Carmi campus, left vacant staff positions unfilled, and postponed all but the most critical capital improvement projects.

These steps helped to balance our budget but are not long term solutions. We are not satisfied with serving fewer people and we hope you agree that our mission is too important. We cannot afford to become complacent when it comes to the welfare of children and families.

Join with me as we face these challenges. “Let the redeemed of the Lord say so” through our care for the most vulnerable in our society.

Recommendations
The board of trustees of the Baptist Children’s Home and Family Services recommends that:
- The 2016 budget and capital improvements be adopted as printed.
- The 2016 salary scale be adopted as printed.
- The officers for 2016 be Eric Bramlet, Chair; Jerry Allen, Vice Chair; Darla Fitzjerrells, Secretary
## Baptist Children's Home & Family Services
### Budget For Year 2016

<table>
<thead>
<tr>
<th></th>
<th>2016 Budget</th>
<th>2015 Budget</th>
<th>Amount of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
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<tr>
<td>General Church Gifts</td>
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<td>$1,070,816</td>
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<td>Mail Appeals</td>
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<td>Angels' Cove Designated Gifts</td>
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<td>75,000</td>
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<td>Sustainers</td>
<td>141,000</td>
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<td>Individual &amp; Corporate Gifts</td>
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<td>Latreia Gifts</td>
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<td>3,500</td>
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<td>Grants - Title I</td>
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<td>Grants - Central Pathways Support</td>
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<td>3,200</td>
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<td>Angels' Cove Direct Support</td>
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<td>Adoptive Fees</td>
<td>63,100</td>
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<td>(35,500)</td>
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<td>Metro East Pathways Counseling Fees</td>
<td>106,160</td>
<td>105,000</td>
<td>1,160</td>
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<td>Central Pathways Counseling Fees</td>
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<td>6,900</td>
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<td>Southeastern Pathways Counseling Fees</td>
<td>95,040</td>
<td>67,620</td>
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<td>Investment Income</td>
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<td>Royalty Income</td>
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<td>(2,000)</td>
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<td>Farm Lease</td>
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<td>School Lunch Reimbursements</td>
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<td>Miscellaneous Income</td>
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<td><strong>Total Non-Development Revenue</strong></td>
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<td><strong>Total Revenue</strong></td>
<td><strong>$3,237,621</strong></td>
<td><strong>$3,102,831</strong></td>
<td><strong>$134,790</strong></td>
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<table>
<thead>
<tr>
<th></th>
<th>2016 Budget</th>
<th>2015 Budget</th>
<th>Amount of Change</th>
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<td><strong>Expenses:</strong></td>
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<td>Salaries</td>
<td>$1,785,010</td>
<td>$1,679,360</td>
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<td>4,000</td>
<td>9,750</td>
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<td>29,825</td>
<td>(500)</td>
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<td>Administration Travel &amp; Training</td>
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<td>33,250</td>
<td>8,000</td>
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<td>Administration Maintenance &amp; Utilities</td>
<td>21,120</td>
<td>12,100</td>
<td>9,020</td>
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<td>Residential Care Travel &amp; Training</td>
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<td>10,580</td>
<td>520</td>
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<td>Residential Care Overhead</td>
<td>5,450</td>
<td>6,035</td>
<td>(585)</td>
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<td>Residential Care Utilities</td>
<td>10,880</td>
<td>10,880</td>
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<td>Residential Care Maintenance</td>
<td>26,000</td>
<td>36,100</td>
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<td>Latreia International Expense</td>
<td>6,300</td>
<td>8,000</td>
<td>(1,700)</td>
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<td>Angels' Cove Overhead</td>
<td>23,220</td>
<td>24,370</td>
<td>(1,150)</td>
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<td>Angels' Cove Travel &amp; Training</td>
<td>11,120</td>
<td>11,120</td>
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<td>Angels' Cove Foster Care</td>
<td>5,900</td>
<td>14,000</td>
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<td>Angels' Cove Cottage Operations</td>
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<td>38,496</td>
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<td>Metro East Office Overhead</td>
<td>5,432</td>
<td>5,682</td>
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<td>Metro East Office Travel &amp; Training</td>
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<td>Southeastern Office Overhead</td>
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<td>3,200</td>
<td>(200)</td>
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<td>Southeastern Office Travel &amp; Training</td>
<td>3,250</td>
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<td>300</td>
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<td>Central Pathways Office Overhead</td>
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<td>3,360</td>
<td>(960)</td>
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<td>Central Pathways Office Travel &amp; Training</td>
<td>1,950</td>
<td>1,950</td>
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<td>Safe Families for Children Overhead</td>
<td>3,020</td>
<td>3,485</td>
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<tr>
<td>Safe Families for Children Travel &amp; Training</td>
<td>3,080</td>
<td>3,070</td>
<td>10</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$3,237,621</strong></td>
<td><strong>$3,102,831</strong></td>
<td><strong>$134,790</strong></td>
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</tbody>
</table>
1. Call to Order – Lowell Huffstutler

2. Scripture and Prayer – Frank Barncord

3. Roll Call – Darla Fitzjerrells
   **Members Present:** Lowell Huffstutler, Frank Barncord, Gerald Casey, Sharron Evans, Jerry Allen, Jana Searles, Eric Bramlet, Mike Durbin, Alan McIntire, Leonard Russell, LuAnn Bennett, Carissa Seidel, Matthew Flanigan, Holly Braddock, Wesley Hahn, and Darla Fitzjerrells.
   **Members Absent:** David Seaton, Darin Peterson, Dave Martin, Ron Daniels, and Don Haile.

4. Approval of Minutes of October 2014 Board Meeting – Lowell Huffstutler
   Motion to approve by Jerry Allen, second by Gerald Casey – Motion passed

5. Adoption of Agenda – Lowell Huffstutler
   Motion to adopt agenda by Frank Barncord, second by Alan McIntire – Motion passed

6. Welcome to Visitors and Announcements – Lowell Huffstutler

7. Correspondence – Lowell Huffstutler
   Resignation letters from three board members have been received by Doug. The three board members resigning from the board include: Marsha Bean, Tracy Taplin, and David Seaton. Lowell read the resignation letters to the board.

8. Seating of New Trustees – Lowell Huffstutler
   Jana Searles made a motion to seat the new trustees on the board, second by Frank Barncord – Motion passed
   The new trustees include the following:
   **Administrative Committee:** Eric Bramlet, Sharron Evans
   **Program Committee:** LuAnn Bennett, Leonard Russell
   **Finance & Development Committee:** Wesley Hahn, Don Haile, Holly Braddock

9. Remembering Why – Rachel from Angels’ Cove shared her experience with the board.
   She just recently had Michael, her 5th child. She expressed how wonderful Angels’ Cove has been for

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**BAPTIST CHILDREN’S HOME & FAMILY SERVICES**

**2016 Salary Schedule**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Base</th>
<th>1st Quartile</th>
<th>2nd Quartile</th>
<th>3rd Quartile</th>
<th>4th Quartile</th>
<th>Maximum</th>
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<tr>
<td>1 Clerical 1 (29-34 hours/week)</td>
<td>$12,500</td>
<td>$14,375</td>
<td>$16,250</td>
<td>$18,125</td>
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<tr>
<td>2 Clerical 2 (35 hours/week)</td>
<td>$20,540</td>
<td>$24,405</td>
<td>$28,270</td>
<td>$32,135</td>
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<td>3 Administrative Assistant</td>
<td>$22,750</td>
<td>$26,388</td>
<td>$30,025</td>
<td>$33,663</td>
<td>$37,300</td>
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<td>4 Maintenance Specialist</td>
<td>$25,480</td>
<td>$28,798</td>
<td>$32,115</td>
<td>$35,433</td>
<td>$38,750</td>
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<td>5 Houseparent</td>
<td>$24,750</td>
<td>$27,865</td>
<td>$30,980</td>
<td>$34,095</td>
<td>$37,210</td>
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<tr>
<td>6 Clinical Level 1</td>
<td>$26,500</td>
<td>$29,730</td>
<td>$32,960</td>
<td>$36,190</td>
<td>$39,420</td>
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<tr>
<td>7 Clinical Level 2</td>
<td>$30,225</td>
<td>$33,529</td>
<td>$36,833</td>
<td>$40,137</td>
<td>$43,440</td>
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<tr>
<td>8 Manager Level 1</td>
<td>$30,500</td>
<td>$36,240</td>
<td>$41,980</td>
<td>$47,720</td>
<td>$53,460</td>
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<td>9 Manager Level 2</td>
<td>$34,750</td>
<td>$40,838</td>
<td>$46,925</td>
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<td>$59,100</td>
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<td>10 Director Level 1</td>
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<td>$57,285</td>
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<td>$73,070</td>
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<td>11 Director Level 2</td>
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<td>$53,579</td>
<td>$61,658</td>
<td>$69,737</td>
<td>$77,815</td>
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**Baptist Children’s Home and Family Services**

**Board of Trustees Meeting**

**January 24, 2015**
her and her baby. Carissa Seidel said a prayer for Rachel and her son.

10. Program Highlighted – Safe Families and Residential Care - Scott Kiser
Scott first provided a brief report on Safe Families. He reported 75 children were placed in 2014. There was a total of 2,217 days of care and there are currently 39 host families. Scott advised Residential Care census was down due to the closing of Staley Cottage. He reported that 79% of residents increased their GPA in 2014. The current GPA of residents on campus is 2.8.

11. Executive Director’s Report – Doug Devore
Doug shared BCHFS accomplishments for 2014: first medical mission trip to Uganda which resulted in over 2,000 individuals being treated and 150 professions of faith, a new strategic plan was developed for BCHFS, Hague accreditation was achieved, new bylaws were developed and passed, and the Articles of Incorporation were amended. Doug also shared challenges faced by BCHFS in 2014: cash flow problems, extraordinary medical costs, and vacant positions within the organization. Doug provided an update on the new healthcare plan being provided to staff. Doug also shared the Service Delivery Report for 2014 and highlighted specific areas of care. An update on the Timber Management Plan was also provided. Upcoming events were highlighted as well as upcoming mail appeals.

12. Breakout into Committee Meetings

13. Administrative Committee Report and Recommendations – Frank Barncord
Jana Searles is the 2015 Committee Secretary.
Recommendations:
- Establish 30 working day probation period for new employees. Motion passed.
- Revise the Personnel Policy Manual to reflect changes regarding the employee probationary period and performance appraisals. Motion passed.
- Revise the policy regarding Group Medical Care as it pertains to employees/dependents who reach the age of 65. Motion passed.
- Revise the Personnel Policy Manual Section 14, Retirement, Life Ins., Health Ins., and other Personal Benefits. Motion Passed.
- Revise Board of Trustees Policy and Procedure Manual Section 16, Trustee Removal.
- Paragraph 5 should read “Trustees who cease to meet the requirements of Article 3, Section 3 of the Bylaws are ineligible to continue serving on the Board and must notify the Board, it’s presiding officer or the secretary.

14. Finance & Development Committee Report and Recommendations – Matthew Flanigan
Recommendations:
- Audit Committee consisting of Matthew Flanigan and Darla Fitzjerrells was appointed to meet with auditors and BCHFS staff to review the annual audit draft document. Motion passed.
- Authorize the replacement of a 100-gallon commercial hot water heater at Angels’ Cove at cost not to exceed $5,750. Motion passed.
- Ken Steward gave an update on development events and upcoming mail appeals for 2015.

15. Program Committee Report and Recommendations – Alan McIntire
Recommendations:
- To postpone the 2015 trip to Uganda with Arise Africa International. Motion passed.
2015 Committee Officers: Chair – Alan McIntire, Vice Chair – Mike Durbin, Secretary – Carissa Seidel

2014 BCHFS Objectives and Service Delivery Goals were provided to the board for review.

16. Frank Barncord brought up for discussion the Mother’s Day appeal. Frank reported it might be beneficial to churches if the video for the Mother’s Day appeal was a series of short videos instead of one
long video. That way churches can show these videos over a series of weeks. Discussion was held and different ideas were presented. Ken Steward said he will look into this different type of video for future appeals.

17. Executive Session – Lowell Huffstutler
   Motion to move into executive session by Matthew Flanigan, second by Jana Searles – Motion passed
   Executive session held.
   Motion to move out of executive session by Frank Barncord, second by Gerald Casey – Motion passed
   Regular session resumes.

18. Adjourn - Motion to adjourn by Wesley Hahn, second by Alan McIntire – Motion passed

Respectfully submitted,
Darla Fitzjerrells, Secretary

Baptist Children’s Home and Family Services
Board of Trustees Meeting
April 18, 2015

1. Call to Order – Lowell Huffstutler

2. Scripture and Prayer – Dave Martin

3. Roll Call – Darla Fitzjerrells
   Members Present: Lowell Huffstutler, Frank Barncord, Gerald Casey, Sharon Evans, Jerry Allen, Jana Searles, Eric Bramlet, Mike Durbin, Alan McIntire, Leonard Russell, LuAnn Bennett, Darin Peterson, Carissa Seidel, Matthew Flanigan, Holly Braddock, Wesley Hahn, Dave Martin, Ron Daniels, Don Haile, Jacob Gray, and Darla Fitzjerrells.
   Members Absent: None.

4. Approval of Minutes of January 2015 Board Meeting – Lowell Huffstutler
   Frank Barncord advised the minutes need to be amended to include the following recommendation from the Administrative Committee: To revise Board of Trustees Policy and Procedure Manual Section 16, Trustee Removal. Paragraph 5 should read: “Trustees who cease to meet the requirements of Article 3, Section 3 of the Bylaws are ineligible to continue serving on the Board and must notify the Board, its presiding officer or the secretary.”
   Jerry Allen made a motion to approve the minutes as amended, second by Frank Barncord – Motion passed

5. Adoption of Agenda – Lowell Huffstutler
   Motion to adopt agenda by Gerald Casey, second by Darin Peterson – Motion passed

6. Welcome and Seating of New Board Members – Lowell Huffstutler
   Don Haile and Jacob Gray were introduced as new board members. Motion by Wesley Hahn to seat Jacob Gray on the board, second by Matthew Flanigan. Motion passed.

7. Welcome to Visitors and Announcements –
   Lowell Huffstutler introduced and welcomed IBSA President, Odis Weaver.
   The two new Development Officers, Laurie Ingram and Mike Goodsell, were introduced by Ken Steward.

8. Recognition of Staff Service – Doug Devore
   Pam Adams received a meritorious service award for 20 years of service at Angels’ Cove. She received a $1500 cash award and Carla Donoho presented her with a Snow Globe.
Regina Thompson was also recognized for serving 25 years at Angels' Cove.
Doug Devore will be inducted into the Crisis Prevention Institute Hall of Merit at the CPI Instructor Conference in July in New Orleans

9. Audit Report from Gray Hunter Stenn – Alan Lovejoy
   Alan Lovejoy provided the Audit Report to all board members. Alan provided a brief overview of the report.

10. Remembering Why – Carla Donoho –
   Amy & Kent McDermott shared their adoption story with the board.

11. Program Highlighted – Mother’s Day Offering Preview – Ken Steward
   Ken showed the Victorious Love video that has been sent to all the churches for the Mother’s Day offering. Mother’s Day Goal $265,000.00

12. Executive Director’s Report – Doug Devore
   Doug advised BCHFS is currently looking for a relief house parent and a contractual therapist. BCHFS has provided services to 771 individuals so far in 2015. There have been five professions of faith.

13. Breakout into Committee Meetings

14. Administrative Committee Report and Recommendations – Frank Barncord
   Recommendations:
   - Present and discuss the Executive Director’s annual appraisal at October trustee board meeting verses the April board meeting. This change would take effect with the 2016 appraisal cycle (the next annual appraisal would be due in October 2016). Motion passed.
   - To revise the Board of Trustee’s Policy; Section 18, Selection of Executive Director: In paragraph 3, the statement, “When a permanent vacancy occurs in the office of Executive Director” should be replaced with “When a permanent vacancy is known to occur in the office of the Executive Director”. Motion passed.
   - The Search Committee expenses to be funded by the Board Authorized Endowment Fund. Motion passed.
   - Board approve Executive Director’s position description and position announcement for publication. Motion passed.
   - To revise Section 14, Retirement, Life Ins., Health Ins., and Other Personal Benefits in the BCHFS Personnel Policy Manual (pages 51-53) to include specific information pertaining to retirement and health care benefits for retirees and retiree’s spouse. (See attached.) Motion passed.

15. Finance & Development Committee Report and Recommendations – Dave Martin
   Recommendations:
   - The committee reviewed the investment authority for the investment officer. No changes were made by the committee.
   - To approve an out-of-budget capital item request of a hot water heater for the Activities Building. It was replaced with a non-commercial grade hot water heater at a total cost of $1,273.90. Motion passed.
   Ken Steward gave an update on development events and upcoming mail appeals for 2015.

16. Program Committee Report and Recommendations – Alan McIntire
   Recommendations:
   - To revise the agency’s adoptive parent qualifications to clarify the agency’s Biblical view of marriage as it pertains to adoptive families. (The Adoptive Parent Qualification Policy was provided to board members.) Motion passed.
17. Recommendation for Dates and Location of 2016 Board Meetings – Lowell Huffstutler

The Board Meetings in 2016 will be held as follows and will begin at 9 a.m.:

- January 23 – Mt. Vernon
- April 16 – Mt. Vernon
- July 16 – Carmi
- October 15 – Carmi

Gerald Casey made a motion to accept the above dates, times, and locations for the 2016 board meetings, second by Darin Peterson. Motion passed.

18. Election of Search Committee for Executive Director – Lowell Huffstutler

Lowell advised the board needed to elect a search committee for a new BCHFS Executive Director. Discussion was held. Lowell advised 5 individuals would be chosen and one additional person would serve as an alternate. Dave Martin asked if individuals could volunteer to serve on the search committee. The following board members volunteered to serve on the search committee: Wesley Hahn, Darin Peterson, Dave Martin, Alan McIntire, Eric Bramlet, and Jana Searles (alternate). Leonard Russell made a motion to accept these individuals as the search committee, second by Frank Barncord. Motion passed.

19. Executive Session – Frank Barncord

Motion to move into executive session by Matthew Flanigan, second by Dave Martin – Motion passed

Executive session held.

Motion to move out of executive session by Ron Daniels, second by Darin Peterson – Motion passed

Regular session resumes.

20. Adjourn - Motion to adjourn by Darin Peterson, second by Ron Daniels – Motion passed

Respectfully submitted,

Darla Fitzjerrells, Secretary

Baptist Children’s Home and Family Services
Board of Trustees Meeting
July 18, 2015

1. Call to Order – Lowell Huffstutler

2. Scripture and Prayer – Carissa Seidel

3. Roll Call – Darla Fitzjerrells

   **Members Present:** Lowell Huffstutler, Frank Barncord, Gerald Casey, Sharon Evans, Jerry Allen, Jana Searles, Eric Bramlet, Mike Durbin, Jacob Gray, Alan McIntire, Leonard Russell, LuAnn Bennett, Darin Peterson, Carissa Seidel, Matthew Flanigan, Holly Braddock, Wesley Hahn, Dave Martin, Don Haile and Darla Fitzjerrells.

   **Members Absent:** Ron Daniels

4. Approval of Minutes of April Board Meeting – Lowell Huffstutler

   Motion to approve by Wesley Hahn, second by Alan McIntire – Motion passed

5. Adoption of Agenda – Lowell Huffstutler

   Motion to adopt agenda by Gerald Casey, second by Dave Martin – Motion passed

6. Welcome to Visitors and Announcements – Lowell Huffstutler
7. Remembering Why – Southern IL Pathways – Oma Rice encouraged everyone to remember why we do this work while sharing with us a few stories and experiences.

8. Program Highlighted – Southern IL Pathways – Oma Rice discussed a new trauma-focused training she recently attended. Scott Kiser also attended the training. They advised the training they received is Trauma Focused Cognitive Behavioral Therapy (TFCBT). They are excited to have this new training to assist clients who have experienced traumatic situations.

9. Executive Director’s Report – Doug Devore
Doug shared how BCHFS was able to overcome many of the challenges he discussed one year ago in his July 2014 Executive Director’s Report. A new challenge for this July 2015 is the legalization of same sex marriage and how BCHFS will deal with this in the future. The overtime rule change may require BCHFS to make changes where employees will only be able to work 40 hours per week. Doug advised BCHFS is currently having staff log time in order to prepare for this issue. There are also declining referrals in residential care. Doug advised boy referrals have continued to decline so far this year. BCHFS will have to review possibly closing another cottage if referrals do not increase. Doug advised the number of intercountry adoptions are declining and what this means to future adoptions through BCHFS. He also provided an article on this topic to the board members for their review. Doug also shared the Service Delivery Report for 2014 and 2015 YTD. A total of 975 individuals have been served in 2015 with 5 professions of faith. The timber management plan is still on-going. Doug also highlighted upcoming BCHFS events and encouraged board member participation.

10. Board Member Self Evaluation – Lowell Huffstutler
Lowell Huffstutler discussed the board member evaluation that was provided to all board members present at the meeting. Every board member is asked to complete the evaluation and return it to Frank Barncord in the envelope provided. Lowell also praised Doug’s continued efforts over the years as Executive Director. Lowell discussed that Doug retiring will require more board participation from board members as BCHFS is losing Doug’s experience with BCHFS as well as his experience and expertise handling matters outside the agency. Lowell encouraged board members to not be spectators but to be active in the BCHFS mission.

11. Breakout into Committee Meetings

12. Administrative Committee Report and Recommendations – Frank Barncord
Recommendations:
- To approve changes to the Emergency Procedure Handbook as outlined by the committee. Motion passed.
- To approve the revisions to the Baptist Children’s Home and Family Services Board of Trustees’ covenant and establish an annual covenant renewal each January for veteran board members. Motion passed.
- All incremental expenses related to interviewing, hiring, and fielding of the next Executive Director will be taken from the Endowment Fund. Motion passed.

13. Finance & Development Committee Report and Recommendations – Dave Martin
Recommendations:
- To approve the following members of the Finance & Development Committee to meet with BCHFS staff on Thursday, September 17th, 2015, at 11:00 a.m. at Angels’ Cove for the purpose of reviewing the 2016 budget: Matthew Flanigan, Don Haile, Darla Fitzjrerrells, and Wesley Hahn. Motion passed.
- To provide clarification of the April board action to fund the Executive Director search committee expenses by the Board Authorized Endowment Fund. The Finance Committee also reviewed the estimated expenses and made the same recommendation as the Administrative Committee as stated above.

Krystal Donelson gave an overview of the Second Quarter 2015 Financial Report. Total revenue of $1,507,141 was $6,639 above budget and $22,880 higher than last year. Gift income of $946,901 was $12,751 above budget and $105,030 above last year. Total first half 2015 expenses of $1,404,506 were less than budget by $125,082. The Report of Investment Accounts shows a net decrease of investments of $90,994.67 on a cost basis for the second quarter.

Ken Steward gave an update on development events and mail appeals for 2015. YTD church gifts are $429,205. YTD mail appeals/special appeals are $234,281. Ken encouraged all board members to get involved in the upcoming events. He provided all board members with a Fundraising Tool Kit specifically for fundraising activities for the BCHFS.
14. Program Committee Report and Recommendations – Alan McIntire

Recommendations:
- No recommendations to the board. Alan did request continued prayers for the staff and administration at BCHFS for their daily work and upcoming challenges.

15. Executive Director Search Committee Report – Lowell Huffstutler

Two teleconference meetings have been held and the committee is deciding how to post the job opening. Alan McIntire advised he has already received seven resumes. The committee will contact the seminaries about posting the job opening. The committee advised all applications will need to be turned in by the end of December 2015. The committee is requesting a list of interview questions from board members that they feel should be asked to the candidates. Board members should e-mail their list of questions to anyone on the search committee.

16. Executive Session – Lowell Huffstutler

Motion to move into executive session by Darin Peterson, second by Matthew Flanigan – Motion passed
Executive session held.
Motion to move out of executive session by Gerald Casey, second by Darin Peterson – Motion passed
Regular session resumes.

17. Adjourn - Motion to adjourn by Wesley Hahn, second by Darin Peterson – Motion passed

Respectfully submitted,
Darla Fitzjerrells, Secretary

Baptist Children’s Home and Family Services
Board of Trustees Meeting
October 17, 2015

1. Call to Order – Lowell Huffstutler

2. Scripture and Prayer – Darin Peterson

3. Roll Call – Darla Fitzjerrells
Members Present: Lowell Huffstutler, Frank Barncord, Gerald Casey, Jerry Allen, Mike Durbin, Jacob Gray, LuAnn Bennett, Darin Peterson, Matthew Flanigan, Holly Braddock, Wesley Hahn, Dave Martin, Ron Daniels, and Darla Fitzjerrells.

4. Approval of Minutes of July Board Meeting – Lowell Huffstutler
Motion to approve by Frank Barncord, second by Gerald Casey – Motion passed

5. Adoption of Agenda – Lowell Huffstutler
Motion to adopt agenda by Jerry Allen, second by Ron Daniels – Motion passed

6. Welcome to Visitors and Announcements – Lowell Huffstutler

7. Remembering Why – Safe Families – Samantha Foot (daughter of house parent, Bill Foot) spoke to the board about what Safe Families means to her and how it has impacted her life. She spoke about how the host families are blessed by the Safe Families program.

8. Program Highlighted – Residential Care – Joe, an individual in residential care, shared with the board about his stay at the Baptist Children’s Home. Scott Kiser then provided an update on residential care. There are currently 10 boys in residential care. There is a total of 22 in care on campus as of today’s date. The average length of stay is 9 months and the completion rate of the program is 45%. Scott advised new relief house parents have been hired. The average GPA on campus is 2.6 and 63% of students have improved their GPA during their stay in the program. Scott advised they are still seeking referrals in hopes to get the numbers up in the residential care setting. There have been three professions of faith this year in residential care.
9. Executive Director’s Report – Doug Devore
Doug advised service delivery numbers are up from last year. However, the numbers in residential care are down. Doug discussed how House Bill 217 will change the way counselors discuss sexual orientation with clients. The BCHFS staff will no longer be involved in sexual change efforts due to House Bill 217. Doug provided an up date of the timber harvest. The actual harvest will take place in 2016 with an estimated $80,000 in timber sales expected. Two new board members will join the board in 2016: Jamie Newcomb and Jason Plummer. Two board members are retiring: Lowell Huffstutler and Matthew Flanigan.

10. Election of Officers for 2016 – Lowell Huffstutler
The Advisory Committee met prior to the board meeting. The Advisory Committee recommends to the full board the following officers be elected for 2016: Eric Bramlet, Board Chairman; Jerry Allen, Board Vice Chair; and Darla Fitzjerrells, Secretary. Motion passed.

11. Breakout into Committee Meetings

12. Finance & Development Committee Report and Recommendations – Dave Martin
Krystal Donelson provided a brief overview of the new 2016 Budget for the full board. Recommendations from the Committee to the full board:
- To approve the 2016 Budget and Capital Improvements as presented to the full board. Motion passed.

Krystal Donelson gave an overview of the Third Quarter 2015 Financial Report. Total revenue of $2,165,944 was $49,592 below budget and $34,606 higher than last year. Gift income of $1,452,102 was $41,598 below budget and $87,925 above last year. Total year-to-date expenses of $2,132,834 were less than budget by $192,789. The Report of Investment Accounts shows a net increase of investments of $26,560.08 on a cost basis for the third quarter.

Ken Steward gave an update on development events and mail appeals for 2015. YTD church gifts are $690,172. YTD mail appeals/special appeals are $298,265. Ken highlighted the remaining upcoming events for 2015.

13. Administrative Committee Report and Recommendations – Frank Barncord
Frank encouraged all board members to complete the board survey and return the survey to him if not already done so. Lowell Huffstutler appointed an ad hoc committee to compile the survey: The ad hoc committee consists of the following individuals: Frank Barncord (Chairman), Darla Fitzjerrells, Ron Daniels, and Darin Peterson.

Recommendations to the full board:
- To approve limits on work related family travel in 2016 to a maximum of $850. Motion passed.
- To establish honorarium limits for BCHFS employees in 2016. An honorarium amount of up to $200 per day may be kept by BCHFS employees in keeping with general policy. Motion passed.
- To add “Section 18, The Health Insurance Portability and Accountability Act of 1996” (HIPAA) to BCHFS Personnel Policy Manual. Motion passed.
- To create a Major Gift Officer position that would be responsible to the Director of Development and Communication. Motion Passed.

14. Program Committee Report and Recommendations – Mike Durbin
Recommendations to the full board:
To approve the 2016 Program Objectives and Service Delivery Goals. Motion passed.

15. Special Recognition of retiring Board Members – Doug Devore
Doug presented gifts to Lowell Huffstutler and Matthew Flanigan for their dedicated service to the board and the BCHFS. Their insight and expertise will be missed.

16. Executive Director Search Committee Report – Dave Martin
Some resumes have been received. The committee is asking the board to pray for God’s direction in filling this position. The board hopes to conduct interviews in January.

17. Adjourn - Motion to adjourn by Frank Barncord, second by Darin Peterson – Motion passed

Respectfully submitted,
Darla Fitzjerrells, Secretary