

## CFLR BOARD OF DIRECTORS Meeting

April 25, 2019

8:00 -9:15 a.m. – Large Training Room

<b>Agenda Item</b>	<b>Objective</b>	<b>Who</b>	<b>Time</b>
<b>Opening Remarks</b>	Welcome and Introductions Welcome John Lauchert	K. Walters	8:00 a.m.
<b>Staff Presentation</b>	Prevention	J. Warren	8:05a.m.
<b>Consent Agenda</b>	<ul style="list-style-type: none"><li>• Minutes from previous meeting</li><li>• Committee Reports</li></ul>	K. Walters	8:20 a.m.
<b>Finance/HR Report</b>	<ul style="list-style-type: none"><li>• Financial Statements &amp; minutes</li></ul>	B. Reese	8:25 a.m.
<b>Critical Issues</b>	<ul style="list-style-type: none"><li>• CEC – Ambassador Program</li><li>• Breakfast re-cap</li></ul>	T. Wiggins	8:35 a.m.
<b>Next Steps/ Executive Session</b>	To review actions to be taken, by when and by whom	K. Walters	9:00 a.m.
<b>Adjourn</b>	<b>Next Board Meeting –May 23, 2019</b>		9:15 a.m.



**Center for Family Life and Recovery, Inc.  
Board of Directors Meeting**

**Date:** February 28, 2019

**Time:** 8am

**Attendance:** Cassandra Sheets, Terry Plizga, Kelly Walters, Brian Reese, Tom Reilly, Trevor Wiggins, Paul Dunn, David Wojnas,

**Excused:** Jeffrey Courter, Rich Pratt

Topic	Discussion	Resolution	Person Responsible/ Time Frame
<b>Opening Remarks</b>	Kelly opened meeting	8:07am	
<b>Staff Presentation</b>	2018 Overview <ul style="list-style-type: none"> <li>• Updating advertising more to social media</li> <li>• Website is being updated and worked on to be consistent</li> <li>• Outcomes for 2018 and Goals for 2019</li> <li>• Recovery Advocacy Day</li> <li>• Employee Assistance Program</li> <li>• Clinical</li> </ul>	Some changing with staffing Kathy retiring March 1, Position is not being posted at this time.  Have some positions open – Prevention specialist Front office Clinicians	Cassandra
<b>Finance Committee Report</b>	Balance Sheet Last year/ this year – very comparable Investments took a dip in the last quarter 2018 Current assets are greater than current liabilities  Income Statement – Comparative Single line items – 4500 misc. extermination	Auditors coming in March Budget is still being working on. Will be ready next month.	Brian

Respectfully submitted,  
*Terry Plizga*  
 Board Secretary

Topic	Discussion	Resolution	Person Responsible/ Time Frame
<b>Consent Agenda</b>	Review of Consent Agenda (Accepted.) <ul style="list-style-type: none"> <li>- Minutes previous meeting</li> <li>- Committee Reports</li> </ul>	Motion to Accept: Tom/Dave (all in favor)	
<b>Critical Issues</b>	<ul style="list-style-type: none"> <li>• Strategic plan – vote</li> <li>• Introduction needs to be fixed to 8 years</li> <li>• Finalize committee assignments</li> <li>• Vote new Board Member               <ul style="list-style-type: none"> <li>○ John Lauchert</li> </ul> </li> <li>• Breakfast Updates</li> <li>• 35 baskets so far</li> <li>• Still in need of seats and sponsorships</li> </ul>	Motion to Accept: Dave/Trevor (all in favor)  Rich Pratt will be working on the HR/Governance committee  Tom/Paul (All in Favor)  Cassandra will reach out to the board to talk about sponsorships and contacting	
<b>Adjourn</b>	Motion to adjourn at 9:09am	Paul/Brian (all in favor)	

Respectfully submitted,  
*Terry Plizga*  
 Board Secretary



**Center for Family Life and Recovery, Inc.  
CEC/ Fund Development meeting**

**Date:** 4/9/19

**Time:** 8:00am

**Attendance:** Kelly W., Cassandra, Heather

**Excused:** Paul, Tom

<b>Topic</b>	<b>Discussion</b>	<b>Resolution</b>	<b>Person Responsible/ Time Frame</b>
<b>Breakfast</b>	Good response from the attendees Keep an activity into next year	Will have a report to the board	
<b>Ambassador program plan</b>	Ambassador to the Golf tournament Involve the Peer Advocates Working into groups with associations through the board. Board hosted Lunch and learns is also an option to increase friend raising.	Reach out to Brian about golf committee meeting Bring it up at the board and see who wants to join the golf committee 2 ways for a Board goal to bring forward message	Trevor  Kelly
<b>Golf</b>	September 15 <sup>th</sup> , 2019 – Woodgate	Golf Committee will resume in 1 <sup>st</sup> week of May	Heather
<b>Other</b>			
<b>Next meeting</b>	<b>May 9<sup>th</sup> , 8am</b>		



**Center for Family Life and Recovery, Inc.  
Finance**

**Date:** April 17, 2019

**Time:** 8am

**Attendance:** Richard R., Brian R., Terry P., Trevor W.

**Excused:** Dave W., Cassandra

Topic	Discussion	Resolution	Person Responsible/ Time Frame
<b>12/31/18 Audit Review</b>	Richard spoke to Tyler (Auditor) the Audit is at the final stage. It was brought up about the \$11,429.00 from OMH-2013 CFR. Ruben was a little confused when Tyler sent him a letter that it's an outstanding invoice. Brian spoke about getting the Audit reports done by the May Meeting and have it ready for the board meeting.	Richard sent Ruben and Tyler the emails from Fall of 2017 on behalf of OMH and Ruben. This was all taken care of with the emails. No issues with this now.  Richard believes the Auditors are aware of the Finance Meeting in May and will check with them and Cassandra.	Richard
<b>2019 BS/IS</b>	Brian spoke about the Professional fees/Supervision increase. The Salaries and FICA Exp. were higher this month due to 3 pays in the month of March since we are 26 pays now. Terry spoke about the Heath Ins. difference from Prior year to current year. We spoke about the Operating Account and Savings Account. Since we have a little over \$100,000.00 in the	The fees are Maria Santos consulting fees and Warren's FSN program.  The Health Ins. Stipend wasn't given yet to employees.  Set up Meeting with M&T Manager and see if we can get a higher interest account for the Savings.	Brian/Committee          Cassandra/Richard

Topic	Discussion	Resolution	Person Responsible/ Time Frame
	<p>Savings Account. The \$50,000.00 came in for the Community Foundation-Brain mention to defer it out for the rest of the year.</p> <p>BS-no major issues</p>	<p>Richard already discussed this with Cassandra yesterday. It will get done that way.</p>	
<b>2019 Budget</b>	-		
<b>Agenda</b>	Work on strategic plan/goals		
<b>Next meeting</b>	May 17 <sup>th</sup> , 2019 at 8am	Have the Auditors go over reports for the May meeting and June meeting will discuss net income by programs.	

Respectfully submitted, *H. Youda*

Statement of Revenue and Expense  
 Current Period: 3/1/2019 - 3/31/2019  
 Year-to-Date: 1/1/2019 - 3/31/2019

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
<b>Revenue</b>				
Contributions/Donations	60.03	477.03	805.00	1,117.00
United Way Revenue	885.45	2,656.35	7,970.43	9,911.29
Fund Raising Event	4,012.52	5,695.36	6,933.87	9,121.87
Government Grants	92,509.26	257,883.33	106,547.53	265,164.71
Contract Revenue	42,884.46	115,044.63	45,382.65	137,280.94
Parole/SIST Revenue	4,115.00	13,115.00	9,475.00	24,230.00
Community Partner Grant	4,008.37	9,425.11	1,250.00	7,000.00
Program Fees - Individ	2,658.00	6,912.00	1,445.00	4,008.00
IDP fees	3,156.00	11,048.00	3,446.00	8,383.00
DRT fees	0.00	2,035.16	788.20	788.20
EAP Service fee	15,936.59	61,898.11	14,175.92	57,002.83
EAP training fee	0.00	0.00	0.00	200.00
Compeer Revenue	666.67	2,000.00	833.33	2,500.00
City of Utica CDBG	1,500.00	1,500.00	0.00	0.00
Interest Income	9.45	25.89	10.57	46.72
Unrealized Gain on Investment	1,399.62	22,848.13	(4,157.07)	(2,117.92)
Miscellaneous Income	0.00	781.88	400.00	1,064.98
<b>Total Revenue</b>	<b>173,801.42</b>	<b>513,345.98</b>	<b>195,306.43</b>	<b>525,701.62</b>
<b>Expenses</b>				
Salaries Direct Staff	133,094.75	318,794.04	101,391.60	314,557.73
FSP On Call	350.00	600.00	150.00	400.00
Salaries Administrative/P.A.	16,836.50	40,850.15	13,040.48	37,996.94
Health Insurance	275.55	851.70	317.30	9,281.51
Life Insurance	237.77	684.16	204.90	534.92
Long Term Disability	388.84	1,131.40	342.02	925.22
FICA Expense	11,344.01	27,132.51	8,745.44	27,468.76
Workers Compensation	1,314.08	5,226.33	1,963.10	7,553.74
NYS Unemployment	0.00	0.00	1,250.00	3,750.00
401k Match Expense	833.33	2,500.03	833.33	2,499.99
Professional Fees/ Supervision	1,778.08	6,412.98	400.00	2,440.00
Audit Expense	883.37	2,650.11	883.37	2,650.11
Supplies	2,032.34	6,659.66	3,936.98	7,131.11
EBP Material	15.47	15.47	0.00	0.00

Statement of Revenue and Expense  
 Current Period: 3/1/2019 - 3/31/2019  
 Year-to-Date: 1/1/2019 - 3/31/2019

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Marketing Expense	350.00	1,799.04	100.00	388.00
Insurance Expense	1,224.67	5,840.94	1,209.39	5,779.91
Telephone Expense	2,236.71	7,559.97	2,158.36	8,435.47
Postage Expense	200.00	400.00	200.00	715.96
Rent Utica	6,758.50	20,275.50	6,758.50	20,275.50
Rent Herkimer	650.00	1,950.00	650.00	1,950.00
Rent Rome	600.00	1,800.00	600.00	1,800.00
Rome Utilities	92.89	281.31	109.16	306.25
Equipment Rental-Lease	325.00	1,083.75	0.00	108.75
Setup/Background Check	188.00	188.00	0.00	35.75
Website/Tech Fees	8,823.37	13,008.13	6,792.93	9,659.49
Printing	300.80	300.80	939.95	2,475.56
Travel	2,590.05	6,203.17	2,834.49	8,212.27
Conference/Training	695.00	2,209.20	520.00	760.00
Client Programming Expense	200.00	372.00	1,415.46	2,031.34
Dues/Membership Fees	225.00	1,092.50	0.00	1,092.50
Admin Fees	70.69	204.23	65.04	196.76
Depreciation Expense	1,700.00	5,100.00	1,275.00	3,825.00
PayPal Fees	30.00	60.00	30.00	90.00
Bank Fees	164.24	448.66	345.87	467.82
Payroll Fees	1,859.40	4,655.96	1,116.48	2,171.68
Miscellaneous Expense	586.00	5,387.22	355.69	355.69
Total Expenses	199,254.41	493,728.92	160,934.84	488,323.73
Excess or (Deficiency) of Revenue Over Expenses	(25,452.99)	19,617.06	34,371.59	37,377.89



CFLR  
Balance Sheet  
As of Date: 3/31/2019

	Current Year	Prior Year
<b>Assets</b>		
<b>Current Assets</b>		
Operating	170,278.31	126,777.50
Recreation	818.10	389.11
Payroll	3,679.47	3,763.30
Savings	75,224.91	200,081.72
Unemployment Acct	50,614.90	44,315.54
Investment Acct	298,999.35	309,717.81
Accounts Receivables	266,303.99	208,500.28
Miscellaneous Receivable	13,823.00	13,823.00
Miscellaneous Receivable	1,595.00	1,595.00
Prepaid Expenses	800.00	14,162.46
<b>Total Current Assets</b>	<b>882,137.03</b>	<b>923,125.72</b>
<b>Fixed Assets</b>		
Equipment	111,460.99	111,460.99
Computer Equipment	85,503.35	85,503.35
Furniture	26,253.98	26,253.98
Accum Depreciation	(158,442.74)	(135,835.42)
<b>Total Fixed Assets</b>	<b>64,775.58</b>	<b>87,382.90</b>
<b>Other Assets</b>		
Rent Deposit Court St	2,000.00	2,000.00
Rome Office Security Deposit	1,400.00	600.00
Herkimer Office Security Deposit	650.00	650.00
Rome office utility deposit	130.00	130.00
<b>Total Other Assets</b>	<b>4,180.00</b>	<b>3,380.00</b>
<b>Total Assets</b>	<b>951,092.61</b>	<b>1,013,888.62</b>
<b>Liabilities &amp; Net Assets</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	10,592.08	8,041.81
Dental Insurance Payable	4.99	(93.35)
Vision Payable	(463.90)	(401.49)
Disability Payable	(574.30)	1,796.44

CFLR  
Balance Sheet  
As of Date: 3/31/2019

	Current Year	Prior Year
FICA Payable	0.00	80.08
Federal Withholding Taxes	0.00	230.33
NYS Withholding Taxes	0.00	83.05
New York Paid Family Leave	594.67	1,073.87
United Way Withholding	70.27	(130.76)
Employee 401k	2,082.44	20.51
Accrued 401k Match	22,500.47	22,500.43
Allstate & Colonial-Ins.	258.74	92.75
Miscellaneous W/H	1,504.56	492.36
Life Insurance/Employee Paid	10.00	(20.00)
Accrued Audit	10,625.99	5,325.55
Accrued Salary	54,997.14	57,185.54
Accrued Vacation	12,775.26	10,426.93
Accrued Taxes	4,190.37	4,329.53
Accrued Expenses	1,635.33	5,385.33
Deferred Revenue	35,756.37	13,069.87
<b>Total Current Liabilities</b>	<b>156,560.48</b>	<b>129,488.78</b>
<b>Total Liabilities</b>	<b>156,560.48</b>	<b>129,488.78</b>
<b>Net Assets</b>		
Unrestricted Fund Balance	641,917.23	731,784.94
Board Restricted – Compeer Funds	36,792.00	6,792.00
Board Restricted Recovery Funds	110,822.90	0.00
E.M. Rose-Restricted Fund Bal	0.00	56,452.93
M. Marietta-Restricted Fund Bal	0.00	38,756.27
United Way Restricted Fund Balance	5,000.00	5,000.00
EleanorWalshWentimerEndowment	0.00	23,020.70
Temporarily Restricted FB	0.00	22,593.00
<b>Total Net Assets</b>	<b>794,532.13</b>	<b>884,399.84</b>
<b>Total Liabilities &amp; Net Assets</b>	<b>951,092.61</b>	<b>1,013,888.62</b>

A/R Aging Report  
 As of Date: 3/31/2019  
 Aged By: Due Date

Invoice #	Post Date	Due Date	Doc Date	Current	1 - 30	31 - 60	61 - 90	Over 90	Total
Billing Group: <none>									
City Of Utica CDBG									
12312018	12/31/2018	12/31/2018	12/31/2018	1,500.00			4,500.00		4,500.00
3312019	3/31/2019	3/31/2019	3/31/2019	1,500.00			4,500.00		1,500.00
Total:				1,500.00	0.00	0.00	4,500.00	0.00	6,000.00
Clinton Early Learning Center									
001318	1/1/2019	1/1/2019	1/1/2019	0.00	0.00	0.00	480.00	0.00	480.00
Total:				0.00	0.00	0.00	480.00	0.00	480.00
Dual Recovery Training									
2282019	2/28/2019	2/28/2019	2/28/2019	1,538.16		1,538.16			1,538.16
3312019	3/31/2019	3/31/2019	3/31/2019	1,538.16			0.00		1,538.16
Total:				1,538.16	0.00	1,538.16	0.00	0.00	3,076.32
Family Support Program									
12312018-2	12/31/2018	12/31/2018	12/31/2018				1,809.16		1,809.16
1312019	1/31/2019	1/31/2019	1/31/2019			19,180.59			19,180.59
2282019	2/28/2019	2/28/2019	2/28/2019			23,521.17			23,521.17
3312019	3/31/2019	3/31/2019	3/31/2019	34,336.09					34,336.09
Total:				34,336.09	0.00	42,701.76	1,809.16	0.00	78,847.01
First Source FCU									
001325	1/1/2019	1/1/2019	1/1/2019	0.00	0.00	0.00	603.50	0.00	603.50
Total:				0.00	0.00	0.00	603.50	0.00	603.50
Herkimer Co TANF Grant									
1312019	1/31/2019	1/31/2019	1/31/2019	4,232.50		2,936.03			2,936.03
2282019	2/28/2019	2/28/2019	2/28/2019	4,232.50		2,972.73			2,972.73
3312019	3/31/2019	3/31/2019	3/31/2019	4,232.50			0.00		4,232.50
Total:				4,232.50	0.00	5,908.76	0.00	0.00	10,141.26
Herkimer Co. DSS									
12312018	12/31/2018	12/31/2018	12/31/2018				1,265.00		1,265.00
1312019	1/31/2019	1/31/2019	1/31/2019			2,310.00			2,310.00
2282019	2/28/2019	2/28/2019	2/28/2019			2,475.00			2,475.00
3312019	3/31/2019	3/31/2019	3/31/2019	2,035.00					2,035.00
Total:				2,035.00	0.00	4,785.00	1,265.00	0.00	8,085.00

CFLR  
A/R Aging Report  
As of Date: 3/31/2019  
Aged By: Due Date

Invoice #	Post Date	Due Date	Doc Date	Current	1 - 30	31 - 60	61 - 90	Over 90	Total
Billing Group: <none> (cont'd from page 1)									
Impact Program									
10012014	12/31/2016	12/31/2016	12/31/2016					7,095.00	7,095.00
10012015-1	12/31/2016	12/31/2016	12/31/2016					6,728.00	6,728.00
10312017-1	10/31/2017	10/31/2017	10/31/2017					7,646.00	7,646.00
10312018	10/31/2018	10/31/2018	10/31/2018					7,999.00	7,999.00
Total:				0.00	0.00	0.00	0.00	29,468.00	29,468.00
Masonic Medical Research Laboratory									
001335	1/1/2019	1/1/2019	1/1/2019				1,000.00		1,000.00
Total:				0.00	0.00	0.00	1,000.00	0.00	1,000.00
NYS-OSC- SIST									
2282019-2	2/28/2019	2/28/2019	2/28/2019			825.00			825.00
3312019	3/31/2019	3/31/2019	3/31/2019					3,550.00	3,550.00
Total:				3,550.00	0.00	825.00	0.00	0.00	4,375.00
NYS-OSC-Parole									
1312019	1/31/2019	1/31/2019	1/31/2019			185.00			185.00
2282019	2/28/2019	2/28/2019	2/28/2019			240.00			240.00
3312019	3/31/2019	3/31/2019	3/31/2019					280.00	280.00
Total:				280.00	0.00	425.00	0.00	0.00	705.00
OMH-NY									
1212017	12/1/2017	12/1/2017	12/1/2017					11,429.00	11,429.00
Total:				0.00	0.00	0.00	0.00	11,429.00	11,429.00
Oneida Co. DSS									
1312019	1/31/2019	1/31/2019	1/31/2019			180.00			180.00
3312019	3/31/2019	3/31/2019	3/31/2019					90.00	90.00
Total:				90.00	0.00	180.00	0.00	0.00	270.00
Oneida Co. Office Of Mental Health									
2282019-1	2/28/2019	2/28/2019	2/28/2019			8,333.33			8,333.33
2282019-2	2/28/2019	2/28/2019	2/28/2019			16,722.67			16,722.67
2282019-3	2/28/2019	2/28/2019	2/28/2019			4,166.00			4,166.00
3312019-1	3/31/2019	3/31/2019	3/31/2019					8,333.33	8,333.33
3312019-2	3/31/2019	3/31/2019	3/31/2019					16,722.67	16,722.67

CFLR  
A/R Aging Report  
As of Date: 3/31/2019  
Aged By: Due Date

Invoice #	Post Date	Due Date	Doc Date	Current	1 - 30	31 - 60	61 - 90	Over 90	Total
Billing Group: <none> (cont'd from page 2)									
Oneida Co. Office Of Mental Health (cont'd from page 2)									
3312019-3	3/31/2019	3/31/2019	3/31/2019	4,166.00	0.00	29,222.00	0.00	0.00	4,166.00
Total:				29,222.00	0.00	29,222.00	0.00	0.00	58,444.00
Rome Memorial Hospital									
001283	7/1/2018	7/1/2018	7/1/2018				1,768.28	1,795.00	1,795.00
001349	1/1/2019	1/1/2019	1/1/2019				1,768.28		1,768.28
Total:				0.00	0.00	0.00	1,768.28	1,795.00	3,563.28
Saugquoit Valley Central School District									
150	3/31/2019	3/31/2019	3/31/2019	1,038.89	0.00	0.00	0.00	0.00	1,038.89
Total:				1,038.89	0.00	0.00	0.00	0.00	1,038.89
Sex Offender Treatment Program									
2282019	2/28/2019	2/28/2019	2/28/2019	2,306.42		2,306.42			2,306.42
3312019	3/31/2019	3/31/2019	3/31/2019	2,306.42					2,306.42
Total:				2,306.42	0.00	2,306.42	0.00	0.00	4,612.84
Suicide Prevention									
2282019	2/28/2019	2/28/2019	2/28/2019	4,510.42		4,510.42			4,510.42
3312019	3/31/2019	3/31/2019	3/31/2019	4,510.42					4,510.42
Total:				4,510.42	0.00	4,510.42	0.00	0.00	9,020.84
Supportive Case Management									
3312019	3/31/2019	3/31/2019	3/31/2019	30,739.83	0.00	0.00	0.00	0.00	30,739.83
Total:				30,739.83	0.00	0.00	0.00	0.00	30,739.83
Utica Zoo									
001356	1/1/2019	1/1/2019	1/1/2019				450.00		450.00
Total:				0.00	0.00	0.00	450.00	0.00	450.00
Workforce Development Board									
3312019	3/31/2019	3/31/2019	3/31/2019	705.00	0.00	0.00	0.00	0.00	705.00
Total:				705.00	0.00	0.00	0.00	0.00	705.00
Young Scholars									
312019	3/1/2019	3/1/2019	3/1/2019		17,072.22				17,072.22
Total:				0.00	17,072.22	0.00	0.00	0.00	17,072.22

CFLR  
 A/R Aging Report  
 As of Date: 3/31/2019  
 Aged By: Due Date

Invoice #	Post Date	Due Date	Doc Date	Current	1 - 30	31 - 60	61 - 90	Over 90	Total
Billing Group: <none> (cont'd from page 3)									
Total:				116,084.31	17,072.22	92,402.52	11,875.94	42,692.00	280,126.99
Report Total:				116,084.31	17,072.22	92,402.52	11,875.94	42,692.00	280,126.99