

CFLR BOARD OF DIRECTORS Meeting

August 27, 2020

8:00 – 9:00 am

Agenda Item	Objective	Who	Time
Opening Remarks	Welcome and Introductions	B. Reese	8:00
Staff Presentation	Prevention Program and updates	J. Warren	8:05
Consent Agenda	<ul style="list-style-type: none">• Minutes from previous meeting• Committee Reports	B. Reese	8:20
Finance/HR Report	<ul style="list-style-type: none">• Financial Statements & minutes• PPP Forgiveness Updates• Cash flow update	T. Plizga/B. Reese	8:25
Critical Issues	<ul style="list-style-type: none">• Golf Tournament• CEO-Updates	T. Wiggins	8:45
Next Steps/ Executive Session	To review actions to be taken, by when and by whom	B. Reese	8:56
Adjourn	Next Board Meeting –September 24, 2020		9:00



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

Date: July 23rd, 2020

Time: 8am

Attendance: Cassandra Sheets, Terry Plizga, Kelly Walters, Brian Reese, Tom Reilly, Trevor Wiggins, David Wojnas, John Lachuert, Sheila Cuccaro
Trevor Wiggins, Tom Reilly, Jill Gustin

Excused: Brian Reese

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Opening Remarks	Brian opened meeting 8:04am		
Consent Agenda	Review of Consent Agenda (Accepted.) <ul style="list-style-type: none"> - Minutes previous meeting - Committee Reports <ul style="list-style-type: none"> o CEC o Finance 	Motion to Accept: Kelly/Tom (all in favor)	
Staff Presentation –	<p>Updates from Ambi – Recovery and FSN</p> <p>Many parents being home with their children learned about their marijuana use. High potency marijuana high potency thc in NY. Something to be on the lookout for. Increase overdose – Increase alcohol with spouses 3 families had adult children leave the state in the past month.</p> <p>Family mentoring training – taking some family members through the program to be able to mentor and help families.</p> <p>Peer professionals 4 people 37 zooms – create fun and engaging with important recovery conversation.</p>	<p>High number of families in June, highest number since the start of the program.</p> <p>Big decisions happening Ambi is working it into FSN. A lot of one on one</p> <p>Tuesday – CRAFT group every Tuesday at 1pm.</p> <p>Family support group will be starting with Bonnie Carr. Core group is attending still. Staying engaged. Struggling with outreach for early recovery.</p>	Ambi

Respectfully submitted,
Tom Reilly
Board Secretary

Topic	Discussion	Resolution	Person Responsible/ Time Frame
	<p>Event group doing different activities for recovery and recovery coach will work with the group.</p> <p>Goal with the grant – 1 peer dedicated specifically to groups in the jail. NYS Epics product. Introducing peers into the drug corp court program. Wellness plans and future connections Partnering with workforce solution to hire people in recovery though CFLR Oneida county has a program that we would meet with people within the first 72 hours and work with other agency’s to help people. Erin Wiggins and Ambi – just did a training on Peer professional supervision and intergration into the real world. Cassandra has really been the head in this and was an honor to be asked to do this Nationally.</p>	<p>Partnering with other agency’s Compassion Coalition (bargain grocer. Salvation army. Really working toward the recovery center.</p> <p>Terry asked about having some form to explain everything. Great stuff really impressive.</p> <p>Cassandra spoke with Alisia Dicks and grant is going to be going in and have an application filled out by the staff and sent in. Narrative was beautiful but the budget was a little off. At the salvation army building would be the pilot program. In a great area. To be able to grow in Rome. For CFLR to build something.</p>	
<p>Finance Report (Terry) Balance Sheet Investment</p>	<p>Did not have a finance committee meeting Balance sheet remains strong Current loans have gone up \$281k due to SBA loan and PPP loan. Have used the PPP loan properly so would not have to pay them back. Taking PPP off the liability at some point it will still be strong Down 91K not surprised at that</p>	<p>In decent shapes right now.</p> <p>Withholding for the 3rd quarter 31% OMH 20% OASAS OASAS was withholding from Medicaid funding so we have</p>	<p>Cassandra</p>

Respectfully submitted,
Tom Reilly
Board Secretary

Topic	Discussion	Resolution	Person Responsible/ Time Frame
	<p>Revenue side down \$25K EAP keeps increasing Expenses are up at the increase of salaries as expected</p> <p>Timing of when and where about moving our space. Impact center will be a great idea. And very excited about it. Cassandra will be meeting with their project manager.</p> <p>Reminder for SBA loan need to do a board resolution within 180 days. Did get \$10k also in July - do you need an emergency 10K to not be repaid. As a gift. Signed the document – money on the doc is minus the fee of \$100</p>	<p>asked about that. The Withhold would be</p> <p>Freezing any unnecessary expenses and no hiring at this time. Trying to be proactive at this point.</p> <p>Possibly getting out of this lease sooner than later.</p> <p>Sheila C. – As far as the impact center she will put in a good word</p>	
<p>Critical Issues Golf Tournament</p> <p>CEO Updates</p>	<p>Golf Tournament – Board ask for basket or giveaway Look over sponsor list and do an ask Let Heather know about team or sign Contact Heather if you are willing to join the Golf tournament.</p> <p>Office is open 80/20 flexes a little Did start IDP, small and spaced. Able to do some stuff outside for groups so have changed up some P&P's. Offer people flexibility and productivity is still okay.</p>	<p>Cassandra will send out something in regards to Governance Meeting.</p>	<p>Heather/CEC/BOD</p>

Respectfully submitted,
Tom Reilly
Board Secretary

Topic	Discussion	Resolution	Person Responsible/ Time Frame
	Michele is in charge of Herkimer		
Adjourn	Next meeting August 27th, 2020 8am	Motion to adjourn Shelia/Dave (all in favor)	

Respectfully submitted,
Tom Reilly
Board Secretary



**Center for Family Life and Recovery, Inc.
Finance/Governance Combined**

Date: August 19, 2020

Time: 12pm – Virtual/In person

Attendance: Richard R., Cassandra, Terry P., Dave W., Brian R.,

Excused: Trevor

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Financials	<p>Receivables are up/ Cash flow? Second quarter was full amount without withholding 3rd quarter will be without the 15% Impact has done a voucher for the 15%</p> <p>OASAS is at 20% withholding OMH is at 15% withholding</p> <p>Might be missing out at the end of the year.</p> <p>What was in the Miscellaneous?</p> <p>If you take out the depreciation and 401K you are at a 10K loss</p>	<p>It's coming in but slowly County and State funding is very slow and backed up. Did get Herkimer County money from the state. Oneida County owes 111K but they are behind because of the reporting.</p> <p>Not promised that it will be coming back.</p> <p>Richard will send receivables in as of next week. Mark up with what might be iffy. Deposits will be posted by next week.</p> <p>10K from SBA 3 payrolls in July Want to talk to Barb in decreasing the additional rent and space. Clinical and IDP are down and program fees are down quite a bit. Bonnie isn't even seeing if clients in Rome at this time.</p>	Richard and Cassandra

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Balance Sheet			
July 2020 Finance Meeting	September 20, 2020 at 12pm		

Respectfully submitted, *H. Youda*

Statement of Revenue and Expense
 Current Period: 7/1/2020 - 7/31/2020
 Year-to-Date: 1/1/2020 - 7/31/2020

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Revenue				
Contributions/Donations	1,000.00	2,452.45	13.00	763.49
Donations Compeer	0.00	0.00	0.00	1,500.00
United Way Revenue	21.69	441.26	2,966.82	16,746.20
Fund Raising Event	0.00	7,618.45	2,095.00	14,379.75
Government Grants	81,481.68	622,324.64	71,725.05	561,743.17
Contract Revenue	47,124.18	300,429.45	26,546.43	256,074.52
Parole/SIST Revenue	1,320.00	19,150.00	5,775.00	33,755.00
Community Partner Grant	11,040.23	44,618.33	16,263.93	75,060.35
Recovery Training Fees	0.00	0.00	700.00	700.00
Program Fees - Individ	50.00	2,660.00	1,234.00	12,686.00
IDP fees	1,738.00	6,459.00	3,240.00	25,789.00
DRT fees	180.00	1,040.99	700.00	3,094.71
EAP Service fee	9,632.75	118,619.66	9,709.46	122,791.38
EAP Liberty Resources	12,152.07	34,002.58	0.00	0.00
Compeer Revenue	666.66	4,666.66	666.66	4,666.66
City of Utica CDBG	0.00	4,000.00	0.00	3,000.00
City of Rome CDBG	0.00	5,000.00	0.00	0.00
Interest Income	25.68	111.64	21.28	98.65
Unrealized Gain on Investment	10,410.51	92.11	2,193.74	32,960.36
Miscellaneous Income	11,002.15	12,854.41	9.07	795.95
Total Revenue	187,845.60	1,186,541.63	143,859.44	1,166,605.19
Expenses				
Salaries Direct Staff	155,519.55	787,828.33	80,551.24	650,683.81
FSP On Call	250.00	850.00	200.00	1,150.00
Salaries Administrative/P.A.	16,163.80	96,768.99	11,986.58	89,408.80
Health Insurance	3,736.40	25,584.38	233.80	9,061.85
Life Insurance	389.90	1,553.83	188.79	1,378.39
Long Term Disability	591.82	2,354.90	283.05	2,183.95
FICA Expense	12,571.53	65,193.72	7,060.61	56,439.07
Workers Compensation	1,314.66	6,804.75	1,314.08	10,482.65
NYS Unemployment	0.00	2,511.00	183.10	183.10
401k Match Expense	833.33	5,833.31	833.33	5,833.35

CFLR
Statement of Revenue and Expense
Current Period: 7/1/2020 - 7/31/2020
Year-to-Date: 1/1/2020 - 7/31/2020

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Professional Fees/ Supervision	240.00	3,032.50	350.00	5,550.00
Audit Expense	883.37	6,183.59	883.37	6,183.59
Supplies	5,799.03	27,458.22	3,591.71	21,079.08
EBP Material	0.00	0.00	500.00	500.00
Training/Materials	0.00	35.00	0.00	0.00
Marketing Expense	263.00	2,743.06	7,059.85	15,513.17
Insurance Expense	1,154.08	10,174.95	1,224.67	10,739.62
Telephone Expense	1,777.10	15,314.41	2,055.48	16,869.53
Postage Expense	266.00	1,190.60	200.00	1,222.00
Rent Utica	8,367.67	58,573.69	16,092.67	58,573.67
Rent Herkimer	650.00	4,550.00	650.00	4,550.00
Rent Rome	800.00	5,600.00	800.00	5,000.00
Rome Utilities	94.33	878.35	17.16	728.63
Equipment	2,079.90	11,268.90	849.99	1,665.60
Equipment Rental-Lease	325.00	2,503.36	325.00	2,492.50
Setup/Background Check	50.00	75.00	25.00	213.00
Website/Tech Fees	1,961.84	29,494.71	2,097.13	27,970.31
Printing	99.00	861.55	54.00	1,913.80
Travel	1,569.76	8,178.07	3,400.25	20,174.28
Conference/Training	1,350.00	5,508.00	963.52	7,691.61
EAP Affiliate	450.00	450.00	260.00	520.00
Client Programming Expense	0.00	267.77	111.30	968.17
Dues/Membership Fees	175.00	1,485.00	0.00	1,882.56
Admin Fees	88.97	565.30	72.63	483.15
Equipment/Software Purchase	0.00	0.00	1,699.98	1,699.98
Depreciation Expense	1,450.00	10,150.00	1,700.00	11,900.00
PayPal Fees	30.00	210.00	30.00	180.00
Interest Expense	0.00	14.58	0.00	0.00
Bank Fees	77.52	778.22	196.51	1,103.59
Payroll Fees	1,370.74	8,129.23	883.24	8,387.16
Fund Raising Expense	0.00	0.00	0.00	2,840.00
Administrative Expense	145.00	145.00	145.00	210.59
Miscellaneous Expense	0.00	756.00	0.00	5,435.22
Total Expenses	222,888.30	1,211,858.27	149,073.04	1,071,045.78

Excess or (Deficiency) of
Revenue Over Expenses

<u>(35,042.70)</u>	<u>(25,316.64)</u>	<u>(5,213.60)</u>	<u>95,559.41</u>
--------------------	--------------------	-------------------	------------------

Balance Sheet
As of Date: 7/31/2020

	Current Year	Prior Year
Assets		
Current Assets		
Operating	43,930.86	114,727.37
Recreation	1,139.16	1,766.43
Payroll	4,218.11	54,387.43
Savings	232,130.85	199,980.75
Unemployment Acct	200,592.23	50,631.82
Occupancy Reserve	15,000.00	0.00
Investment Acct	323,637.79	309,111.58
Accounts Receivables	479,135.66	307,534.64
Miscellaneous Receivable	6,780.00	1,595.00
Total Current Assets	1,306,564.66	1,039,735.02
Fixed Assets		
Equipment	111,460.99	111,460.99
Computer Equipment	87,102.35	85,503.35
Furniture	26,253.98	26,253.98
Accum Depreciation	(180,932.95)	(165,242.74)
Total Fixed Assets	43,884.37	57,975.58
Other Assets		
Rent Deposit Court St	2,000.00	2,000.00
Rome Office Security Deposit	1,400.00	1,400.00
Herkimer Office Security Deposit	650.00	650.00
Rome office utility deposit	130.00	130.00
Total Other Assets	4,180.00	4,180.00
Total Assets	1,354,629.03	1,101,890.60
Liabilities & Net Assets		
Liabilities		
Current Liabilities		
Accounts Payable	9,078.44	9,772.72
Dental Insurance Payable	257.29	143.85
Vision Payable	(297.99)	(362.81)
Disability Payable	992.85	(784.55)
New York Paid Family Leave	1,701.40	685.66

CFLR
Balance Sheet
As of Date: 7/31/2020

	Current Year	Prior Year
United Way Withholding	(430.58)	(317.55)
Employee 401k	2,168.62	(128.47)
Accrued 401k Match	5,833.75	15,833.79
Allstate & Colonial-Ins.	215.20	67.66
Miscellaneous W/H	680.83	245.83
Life Insurance/Employee Paid	7.68	(1.55)
Accrued Audit	284.91	3,659.47
Accrued Salary	54,381.31	54,997.14
Accrued Rent	21,853.28	30,896.00
Accrued Vacation	15,915.21	12,775.26
Accrued Taxes	4,031.29	4,190.37
Accrued Expenses	1,635.33	1,635.33
SBA Loan	149,900.00	0.00
M&T Paycheck Protection Program - Loan	237,905.00	0.00
Deferred Revenue	33,952.54	89,533.49
Deferred Revenue EAP	32,074.06	33,437.65
Total Current Liabilities	572,140.42	256,279.29
Total Liabilities	572,140.42	256,279.29
Net Assets		
Unrestricted Fund Balance	622,813.71	692,996.41
Board Restricted – Compeer Funds	36,792.00	36,792.00
Board Restricted Recovery Funds	110,822.90	110,822.90
United Way Restricted Fund Balance	5,185.00	5,000.00
Temporarily Restricted FB	6,875.00	0.00
Total Net Assets	782,488.61	845,611.31
Total Liabilities & Net Assets	1,354,629.03	1,101,890.60