

CFLR BOARD OF DIRECTORS Meeting

July 23, 2020

8:00 – 9:00 am

Agenda Item	Objective	Who	Time
Opening Remarks	Welcome and Introductions	T. Wiggins	8:00
Staff Presentation	Recovery Program and updates	A.Daniel	8:05
Consent Agenda	<ul style="list-style-type: none">• Minutes from previous meeting• Committee Reports	T. Wiggins	8:20
Finance/HR Report	<ul style="list-style-type: none">• Financial Statements & minutes• SBA Loan - Vote• 	T. Plizga	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	T. Wiggins	8:56
Adjourn	Next Board Meeting –August 24, 2020		9:00



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

Date: June 25, 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

Excused: Jill Gustin

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Opening Remarks	Brian opened meeting 8:03am		
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: Mark/Kelly (all in favor)	
Staff Presentation –	Updates from Michele – What the COO has been up with	Welcome Back for all the staff What does it look like? Went over with board EAP is doing well – Jennifer D’Amico has hired an interpreter company Cultural Competency for all staff AHA granted 7500 to the Recovery program for crop pot cooking Doing a lot of work for pins	Michele/Cassandra

Respectfully submitted,
Tom Reilly
Board Secretary

Topic	Discussion	Resolution	Person Responsible/ Time Frame
<p>Finance Report (Terry) Balance Sheet Investment</p> <p>SBA Loan</p>	<p>Strong balance sheet Investment is up We are at a 41,000 negative but Cassandra has said that the money will be made up The 401K has accrued through the month and can be used to make up for the year Some questions on the Impact Contract – Herkimer county does not pay all the money they usually pay but it takes a couple years. Oneida County does pay. 23K is collectable at this time, unless they send a letter that is not. Have not heard from the county.</p> <p>SBA loan \$150K for 30 years with interest 2.75 Can pay back anytime with no penalty Payments start after 12 months of \$600 Thinking to keep it if needed and can pay it back if it is not needed at any time. Where would we put it? Savings account</p> <p>Within 180 days need resolution from the board when received in the loan package. Finance Committee will look it over and present it to the board.</p> <p>We just learned that we will not be getting funds from the United Way this year.</p>	<p>Motion to Accept: Terry/Sheila (all in favor)</p> <p>Came through the SBA There is no lender shown, Cassandra will reach out to Hillary to see what they can find out about who the funder is. Would help with the County pushing the Opioid task force towards us.</p> <p>SIST will not really be into effect this year with the main clinician leaving</p>	<p>Suggestion from Terry</p> <p>Cassandra</p>

Respectfully submitted,
Tom Reilly
Board Secretary

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Critical Issues	Golf Tournament – Will have a few CEC discussions before the next board meeting Will make a decision at the July Meeting	Board will reach out to the sponsors that they solicited to see where they are at with funding?	Heather/CEC/BOD
Adjourn	Next meeting July 23 rd , 2020 8am	Motion to adjourn Mark/ Sheila (all in favor)	

Respectfully submitted,
Tom Reilly
Board Secretary



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

Date: 7/14/2020

Time: 9:00am

Attendance: Heather, Tom, Kelly, Michele

Excused: Cassandra, Trevor, Paul

Topic	Discussion	Resolution	Person Responsible/ Time Frame
<p>Golf Tournament</p>	<p>the CEC would still like it to be a go ahead with the golf tournament and we did talk about Sponsorships. We discussed bringing awareness and maybe not having the higher amount of sponsorships but maybe having some profit from it.</p> <p>Sponsorship letter sent to CEC they will provide an electronic signature to be sent out to sponsors.</p> <p>If this is approved to go ahead I will get the golfer invitations out to the past years attendees.</p> <p>We can at this time have safely and with the ability to have 2 people to a cart have, about 25 teams at the max 30 teams, Woodgate Pines has 50 carts with tops and 25 without tops.</p>	<p>Board work on Sponsors and prizes Each board member provides a basket to raffle off.</p> <p>Sponsorship letters will be sent out once the board looks over the list of who they know and who they can contact.</p>	<p>Board/CEC</p> <p>Heather</p>
<p>Next meeting</p>	<p>July 21st, 2020 at 8am</p>		

	Current Year
Assets	
Current Assets	
Operating	301,783.59
Recreation	1,151.16
Payroll	4,220.11
Savings	247,115.93
Unemployment Acct	50,681.47
Occupancy Reserve	13,750.00
Investment Acct	313,227.28
Accounts Receivables	356,029.65
Miscellaneous Receivable	6,780.00
Current Assets	1,294,739.19
Fixed Assets	
Equipment	111,460.99
Computer Equipment	87,102.35
Furniture	26,253.98
Accum Depreciation	(179,482.95)
Fixed Assets	45,334.37
Other Assets	
Rent Deposit Court St	2,000.00
Rome Office Security Deposit	1,400.00
Herkimer Office Security Deposit	650.00
Rome office utility deposit	130.00
Other Assets	4,180.00
Assets	1,344,253.56
Liabilities & Net Assets	
Liabilities	
Current Liabilities	
Accounts Payable	16,267.11
Dental Insurance Payable	180.18
Vision Payable	(363.55)
Disability Payable	1,534.17
New York Paid Family Leave	1,283.72
United Way Withholding	(384.23)
Employee 401k	(128.47)
Accrued 401k Match	5,000.42
Allstate & Colonial-Ins.	92.16
Miscellaneous W/H	680.83
Life Insurance/Employee Paid	(0.01)
Accrued Audit	(598.46)
Accrued Salary	54,381.31
Accrued Rent	22,606.84
Accrued Vacation	15,915.21
Accrued Taxes	4,031.29
Accrued Expenses	1,635.33

SBA Loan	149,900.00
M&T Paycheck Protection Program - Loan	237,905.00
Deferred Revenue	16,783.40
Current Liabilities	<u>526,722.25</u>
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Liabilities	526,722.25
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Net Assets	
Unrestricted Fund Balance	657,856.41
Board Restricted – Compeer Funds	36,792.00
Board Restricted Recovery Funds	110,822.90
United Way Restricted Fund Balance	5,185.00
Temporarily Restricted FB	6,875.00
Net Assets	<u>817,531.31</u>
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Liabilities & Net Assets	<u><u>1,344,253.56</u></u>

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30/2020

Prior Year		
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168,110.10		
1,788.10		
3,856.97		
199,963.77		
50,627.52		
0.00		
306,917.84		
266,435.59		
1,595.00		
999,294.89		

111,460.99		
85,503.35		
26,253.98		
(163,542.74)		
59,675.58		

2,000.00		
1,400.00		
650.00		
130.00		
4,180.00		
1,063,150.47		

10,053.12		
156.95		
(407.94)		
(880.75)		
546.33		
(199.38)		
637.46		
15,000.46		
245.74		
395.83		
(0.01)		
2,776.10		
54,997.14		
32,505.17		
12,775.26		
4,190.37		
1,635.33		

0.00		
0.00		
77,898.38		
<u>212,325.56</u>		
<u>212,325.56</u>		

698,210.01		
36,792.00		
110,822.90		
5,000.00		
0.00		
<u>850,824.91</u>		
<u>1,063,150.47</u>		

CFLR
 Statement of Revenue and Expen
 Current Period: 6/1/2020 - 6/30/20
 Year-to-Date: 1/1/2020 - 6/30/20

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period
Revenue			
Contributions/Donations	340.00	1,452.45	221.00
Donations Compeer	0.00	0.00	0.00
United Way Revenue	15.36	419.57	3,707.67
Fund Raising Event	0.00	7,618.45	1,250.00
Government Grants	162,806.45	540,842.96	75,786.06
Contract Revenue	42,394.58	253,305.27	40,272.76
Parole/SIST Revenue	1,605.00	17,830.00	4,140.00
Community Partner Grant	2,361.05	33,578.10	19,903.93
Program Fees - Individ	127.00	2,610.00	1,207.00
IDP fees	0.00	4,721.00	2,768.00
DRT fees	(180.00)	860.99	(400.00)
EAP Service fee	19,183.25	108,986.91	23,528.85
EAP Liberty Resources	5,331.84	21,850.51	0.00
Compeer Revenue	666.67	4,000.00	666.67
City of Utica CDBG	2,500.00	4,000.00	1,500.00
City of Rome CDBG	5,000.00	5,000.00	0.00
Interest Income	20.48	85.96	20.61
Unrealized Gain on Investment	6,444.12	(10,318.40)	11,795.69
Miscellaneous Income	70.00	1,852.26	0.00
Revenue	248,685.80	998,696.03	186,368.24
Expenses			
Salaries Direct Staff	103,861.66	632,308.78	80,043.45
FSP On Call	150.00	600.00	200.00
Salaries Administrative/P.A.	11,658.12	80,605.19	12,003.92
Health Insurance	4,621.41	21,847.98	7,542.15
Life Insurance	194.95	1,163.93	146.48
Long Term Disability	295.91	1,763.08	214.27
FICA Expense	8,470.28	52,622.19	7,580.13
Workers Compensation	1,314.66	5,490.09	1,314.08
NYS Unemployment	0.00	2,511.00	0.00
401k Match Expense	833.33	4,999.98	833.33
Professional Fees/ Supervision	160.00	2,792.50	640.00
Audit Expense	883.37	5,300.22	883.37
Supplies	3,331.84	19,861.19	1,381.04
Training/Materials	0.00	35.00	0.00
Marketing Expense	105.46	2,480.06	2,656.50
Insurance Expense	1,154.08	9,020.87	1,224.67
Telephone Expense	2,597.04	13,537.31	1,665.03
Postage Expense	64.45	924.60	222.00
Rent Utica	8,367.67	50,206.02	7,723.50
Rent Herkimer	650.00	3,900.00	650.00
Rent Rome	800.00	4,800.00	800.00
Rome Utilities	112.36	784.02	124.77
Equipment	5,943.00	10,987.00	815.61

Equipment Rental-Lease	325.00	2,178.36	325.00
Setup/Background Check	0.00	25.00	0.00
Website/Tech Fees	5,736.10	27,532.87	3,616.00
Printing	0.00	762.55	1,215.70
Travel	903.10	6,608.31	4,100.24
Conference/Training	3,020.00	4,158.00	1,299.00
EAP subcontact	0.00	0.00	130.00
Client Programming Expense	0.00	267.77	100.00
Dues/Membership Fees	0.00	1,310.00	581.06
Admin Fees	82.37	476.33	67.71
Depreciation Expense	1,450.00	8,700.00	1,700.00
PayPal Fees	30.00	180.00	30.00
Interest Expense	14.58	14.58	0.00
Bank Fees	75.10	700.70	104.47
Payroll Fees	930.74	6,758.49	1,028.58
Fund Raising Expense	0.00	0.00	200.00
Administrative Expense	0.00	0.00	65.59
Miscellaneous Expense	48.00	756.00	48.00
Expenses	<u>168,184.58</u>	<u>988,969.97</u>	<u>143,275.65</u>
Excess or (Deficiency) of			
Revenue Over Expenses	<u>80,501.22</u>	<u>9,726.06</u>	<u>43,092.59</u>

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Prior Year		
Year-to-Date		

750.49		
1,500.00		
13,779.38		
12,284.75		
490,018.12		
229,528.09		
27,980.00		
58,796.42		
11,452.00		
22,549.00		
2,394.71		
113,081.92		
0.00		
4,000.00		
3,000.00		
0.00		
77.37		
30,766.62		
786.88		
<u>1,022,745.75</u>		

570,132.57		
950.00		
77,422.22		
8,828.05		
1,189.60		
1,900.90		
49,378.46		
9,168.57		
0.00		
5,000.02		
5,200.00		
5,300.22		
17,487.37		
0.00		
8,453.32		
9,514.95		
14,814.05		
1,022.00		
42,481.00		
3,900.00		
4,200.00		
711.47		
815.61		

2,167.50		
188.00		
25,873.18		
1,859.80		
16,774.03		
6,728.09		
260.00		
856.87		
1,882.56		
410.52		
10,200.00		
150.00		
0.00		
907.08		
7,503.92		
2,840.00		
65.59		
5,435.22		
<u>921,972.74</u>		
<u>100,773.01</u>		