CFLR BOARD OF DIRECTORS Meeting

October 25, 2018

4:00-5:00pm – Large Training Room

Special meeting 5-6 pm with Neighborhood Center Board

Agenda Item	Objective	Who	Time
Opening Remarks	Welcome and Introductions	K. Walters	4:00pm
Program Report	Advocacy and Prevention	A. Ferraro and J. Warren	4:05pm
Finance Committee Report	• Finance Report •	B. Reese	4:20pm
Consent Agenda	• Minutes from previous meeting • Committee Reports	K. Walters	4:25 pm
Unfinished business	• Neighborhood Center Partnership discussion • Moving forward- Strategic Plan, Board Committees and recruitment	K. Walters	4:30 pm
	Close Meeting **Next Board Meeting – December 13, 2018** **Combine November December** **8am – 9:30am**		5:00 pm

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

Date: September 27, 2018
Time: 8am
Attendance: Cassandra Sheets, Terry Plizga, Kelly Walters, Brian Reese, Rev. Frank Graichen, Tom Reilly, Trevor Wiggins, Paul Dunn, David Wojnas
Excused:

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Opening Remarks	Kelly opened meeting at 8:04 AM		
Consent Agenda	Review of Consent Agenda (Accepted.) - Minutes previous meeting - Committee Reports	Motion to Accept: Dave/Trevor (all in favor)	
What is going on with the agency	Golf Tournament – successful, ran smoothly, too hot some early departures due to heat. Survey had positive feedback Amount made still in review $15,000 received $3,000 in transit This year there were more golfers but a little less in sponsorship.		
Moment of Discovery	NA		

Respectfully submitted,
Terry Plizga
Board Secretary

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Unfinished Business	**Board Vote –** **new returning member Richard Pratt** **Salary attestation for NYS OMH –** Discussion: Increase in Salary and fringe Push increase of clinician's salary Agreeing that when we do get $ in it will go to salary increase and not just supplement. **Neighborhood Center Partnership discussion –** Assume positive intent See potential to move forward in a planful way. Joint board meeting with NHC Frank Donato golfed at the tournament – talked to Kelly setting up joint meeting October 25th for a special meeting Kelly to email letter to Frank **Moving forward –** Strategic Plan –each committee reviewing and working on. Board Committees moving forward Trevor – Community Engagement Committee *Kathy Peters	Motion to Accept: Paul/Tom – all approve Motion to Accept: Frank/Dave – all approve	

Respectfully submitted,
Terry Plizga
Board Secretary

Topic	Discussion	Resolution	Person Responsible/ Time Frame
	Looking for new BOD members • **Paul – Cullen Stevens** • **Kelly – Mary Pratt interested (no relation to Rich Pratt)** • **Frank to retire as of 9/28 – expressed appreciation of time on BOD Thank you to Frank** ***Keep Father Hern in prayers** .	Motion to accept: Kelly/Tom accepted with regreat but understandable.	
Financial Report *(Brian R.)*	• Finance Report Revenues, Asset, Cash all up – Receivable from 2017 received in 2018 Some minor shifts in categories ex. Supplies $10,000 grant from M&T Trust to expand programs No major concerns – budgets where it is expected	BOD accepted	
Adjourn	Motion to adjourn at 9:30	Paul/Trevor (All in favor)	

Respectfully submitted,
Terry Plizga
Board Secretary

Center for Family Life and Recovery, Inc.
Finance

Date: October 17, 2018
Time: 9am
Attendance: Richard R., Cassandra, Terry P, Brian R,
Excused: Trevor W., Dave W.

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Balance Sheet	Cash position at the end of September Last year vs. this year Prevention spending is working on taking care of their budgeting Noted: Unemployment has sufficient balance to cover the rest of the year. Bank of Utica amount to savings account.	Phone and Recovery income will be budgeted by the year end will be adjusted through. Jodi will have this set Richard will do an analysis for amount.	Richard/Cassandra Jodi Noted for Board
Income Statement	Government grants up from last year Oneida County youth bureau Herkimer County Oneida County Prevention and Recovery Parole and SIST is busy – fee for services. Investment acct	Last year at this time the youth bureau was not in at this time Have not received any monies for 2019 What is expected for 2019 has not been sent yet. Next month it will go up a little Herkimer county already sent 3 quarters. Contact Adirondack Financial to move out	Cassandra

Topic	Discussion	Resolution	Person Responsible/ Time Frame
		for operating account. Cassandra will reach out to tech to cover any tech issues with funds.	
Other business	Choices for employees to help with health insurance. Moving to Bi-weekly payroll at the beginning of 2019	Working on options for employees End of year analysis to Finance for October will be sent to Audit/Finance	Cassandra/Heather/Richard Richard
Next meeting	December TBD 2018 @ 9am		

Respectfully submitted, *H. Perry*

CFLR
Statement of Revenue and Expense
Current Period: 9/1/2018 - 9/30/2018
Year-to-Date: 1/1/2018 - 9/30/2018

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Revenue				
Contributions/Donations	3,791.50	5,051.71	20.00	5,136.32
United Way Revenue	7,885.45	29,478.96	3,192.65	33,210.32
Fund Raising Event	8,421.10	30,117.97	11,925.25	34,935.22
Government Grants	124,882.70	792,248.08	82,224.39	628,650.98
Contract Revenue	39,989.67	395,598.10	43,427.44	404,190.98
Parole/SIST Revenue	4,755.00	60,925.00	0.00	31,155.00
Community Partner Grant	1,250.00	41,773.42	125.00	118,895.31
Program Fees - Individ	1,345.00	12,120.00	1,968.00	12,775.00
IDP fees	3,025.00	26,571.00	3,640.00	31,745.75
DRT fees	3,310.85	10,407.51	255.00	6,457.40
EAP subcontract	0.00	0.00	120.00	720.00
EAP Service fee	16,006.34	149,082.24	14,318.93	147,334.07
EAP training fee	0.00	200.00	0.00	0.00
Compeer Revenue	833.34	7,500.01	833.34	7,500.01
City of Utica CDBG	0.00	6,000.00	0.00	3,500.00
Interest Income	20.60	159.81	33.69	359.37
Unrealized Gain on Investment	(638.94)	8,243.62	5,346.40	24,149.28
Miscellaneous Income	444.44	4,100.83	0.00	2,838.09
Total Revenue	215,322.05	1,579,578.26	167,430.09	1,493,553.10
Expenses				
Salaries Direct Staff	98,409.32	912,886.59	99,021.86	893,353.28
FSP On Call	150.00	1,400.00	100.00	1,200.00
Salaries Administrative/P.A.	13,720.50	117,784.64	11,855.28	105,404.06
Health Insurance	300.60	10,809.56	1,142.30	9,632.79
Life Insurance	160.07	1,718.91	162.16	1,490.53
Long Term Disability	267.72	2,868.26	286.68	2,940.28
FICA Expense	8,678.43	79,762.60	8,382.71	73,614.99
Workers Compensation	1,963.10	17,708.24	1,523.26	13,679.35
NYS Unemployment	0.00	12,485.03	1,250.00	27,088.95
Disability Expense	0.00	0.00	0.00	1,447.72
401k Match Expense	833.33	7,499.97	833.37	7,500.33
Professional Fees/ Supervision	5,864.75	30,065.74	320.00	37,087.50
Audit Expense	883.37	7,950.33	883.37	7,950.33

CFLR
Statement of Revenue and Expense
Current Period: 9/1/2018 - 9/30/2018
Year-to-Date: 1/1/2018 - 9/30/2018

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Supplies	2,651.34	37,713.99	2,822.49	23,177.93
EBP Material	0.00	3,950.00	0.00	0.00
Marketing Expense	5,356.00	33,713.93	450.00	17,826.30
Insurance Expense	1,209.42	13,036.43	1,338.78	12,214.65
Telephone Expense	2,049.89	21,246.30	2,205.57	18,247.25
Postage Expense	400.00	2,772.91	431.25	2,510.90
Rent Utica	6,758.50	60,826.50	6,758.50	60,826.50
Rent Herkimer	650.00	5,850.00	650.00	5,850.00
Rent Rome	600.00	5,400.00	600.00	5,400.00
Rome Utilities	69.84	762.56	71.00	763.96
Equipment & Maintenance	0.00	0.00	0.00	320.00
Equipment rental	325.00	1,125.20	0.00	326.25
Setup/Background Check	185.50	357.25	0.00	430.25
Website/Tech Fees	3,256.42	32,833.68	1,235.00	43,203.28
Printing	2,781.21	10,158.59	55.12	5,159.97
Publications	0.00	0.00	0.00	229.00
Travel	2,593.33	32,804.27	3,187.96	25,438.06
Conference/Training	1,169.00	19,263.01	636.93	14,270.59
EAP subcontact	0.00	325.00	65.00	370.00
Client Programming Expense	1,264.66	5,977.13	969.84	2,519.84
Dues/Membership Fees	0.00	1,849.56	0.00	2,098.48
Admin Fees	69.87	599.81	60.72	506.94
Equipment/Software Purchase	1,859.87	1,859.87	467.23	7,664.85
Depreciation Expense	1,275.00	11,475.00	2,444.01	16,596.09
PayPal Fees	30.00	270.00	30.00	270.00
Bank Fees	220.71	1,287.55	114.34	1,079.50
Payroll Fees	599.80	5,859.99	643.64	6,220.19
Fund Raising Expense	5,406.00	7,131.00	5,339.00	7,101.15
Administrative Expense	0.00	145.00	0.00	345.00
Miscellaneous Expense	405.43	1,409.05	158.00	2,220.98
Total Expenses	172,417.98	1,522,943.45	156,495.37	1,465,578.02
Excess or (Deficiency) of Revenue Over Expenses	42,904.07	56,634.81	10,934.72	27,975.08

CFLR
Balance Sheet
As of Date: 9/30/2018

	Current Year	Prior Year
Assets		
Current Assets		
Operating	96,240.17	35,832.16
Recreation	1,554.11	749.11
Payroll	3,220.84	6,008.30
Savings	200,170.69	20,870.29
Bank of Utica Savings	0.00	70,563.85
Unemployemnt Acct	50,589.66	36,796.04
Investment Acct	320,079.35	317,990.40
Accounts Receivables	253,603.19	203,744.49
Miscellaneous Receivable	13,823.00	21,390.00
Miscellaneous Receivable	1,595.00	0.00
Prepaid Expenses	4,829.10	162.46
Prepaid Insurance	0.00	2,312.06
Total Current Assets	945,705.11	716,419.16
Fixed Assets		
Equipment	111,460.99	110,161.99
Computer Equipment	85,503.35	79,907.35
Furniture	26,253.98	26,253.98
Accum Depreciation	(143,485.42)	(133,306.49)
Total Fixed Assets	79,732.90	83,016.83
Other Assets		
Rent Deposit Court St	2,000.00	2,000.00
Rome Office Security Deposit	600.00	600.00
Herkimer Office Security Deposit	650.00	650.00
Rome office utility deposit	130.00	130.00
Total Other Assets	3,380.00	3,380.00
Total Assets	1,028,818.01	802,815.99
Liabilities & Net Assets		
Liabilities		
Current Liabilities		
Due To/From	0.00	(12,289.97)
Accounts Payable	12,114.22	7,459.28

CFLR
Balance Sheet
As of Date: 9/30/2018

	Current Year	Prior Year
Dental Insurance Payable	(125.11)	(73.78)
Vision Payable	(439.42)	(301.27)
Disability Payable	86.15	1,051.37
FICA Payable	0.00	9.70
Federal Withholding Taxes	151.89	57.03
NYS Withholding Taxes	51.10	19.18
New York Paid Family Leave	588.82	198.99
United Way Withholding	(330.84)	(128.57)
Employee 401k	601.07	309.81
Accrued 401k Match	7,500.41	7,500.33
Allstate & Colonial-Ins.	192.36	(21.92)
Miscellaneous W/H	2,047.64	144.68
Life Insurance/Employee Paid	0.00	(20.00)
Accrued Audit	6,075.77	7,025.33
Accrued Salary	57,185.54	48,803.30
Accrued Vacation	10,426.93	6,060.03
Accrued Taxes	4,329.53	3,641.38
Accrued Expenses	11,635.33	12,885.33
Deferred Revenue	(0.14)	927.36
Deferred Revenue EAP	0.00	4,333.59
Total Current Liabilities	112,091.25	87,591.18
Total Liabilities	112,091.25	87,591.18
Net Assets		
Unrestricted Fund Balance	764,111.86	572,789.61
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	47,386.93
M.Marietta-Restricted Fund Bal	0.00	38,756.27
United Way Restricted Fund Balance	5,000.00	10,000.00
EleanorWalshWertimerEndowment	0.00	22,050.00
Temporarily Restricted FB	0.00	17,450.00
Total Net Assets	916,726.76	715,224.81
Total Liabilities & Net Assets	1,028,818.01	802,815.99

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

Date: 4/10/18
Time: 8:00am
Attendance: Kelly W., Paul D, Cassandra, Tom, Kathy
Excused:

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Planning	Giving Tuesday will be incorporated for end of the year campaign. Donor asks: Outreach to people that have used our services.	Year-end appeal for 2019 Working on a 15minute presentation for asks.	Board/Kathy/Cassandra
Other Agenda Items:	April Breakfast Ambassador program revisit Board work on list for donors and contacts	Kathy working on donor software Social Media/how do we support them	By the end of year – Kathy Heather send
Next meeting	**November 6, 2018 @8am**		
Next agenda	Moving forward with CEC • Trevor is chair • Kelly will be moved to Board Governance What will be moved to board level Tom Reilly will look into AA – PSA's Work with George about Recovery Commercial	Asking them to sign letters and give contacts	