



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

Date: August 27, 2020

Time: 8am

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

Jill Gustin, Paul Dunn, Mark Curley,

Excused: Terry Plizga

Table with 4 columns: Topic, Discussion, Resolution, Person Responsible/ Time Frame. Rows include Opening Remarks, Consent Agenda, and Staff Presentation - Prevention Celebrations.

Respectfully submitted,
Tom Reilly
Board Secretary

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Prevention Working On	<p>mental health platform and are reaching out for help and like the virtual platform that we build for the hybrid teaching. 98 presentations and 90 activities virtually for kids and family fun. Social Media reach has tripled from April – August</p> <p>Strategic Plan for Prevention Team for the Task Force 20202021 Work plan and Annual Report for OASAS Working with Schools for further prevention Working with OCSPC with both regional and state coalitions Working with SUNY Poly/MVCC to provide prevention training to students to prep for field Prevention services in 2 rural schools Working with CNYHHN to build both prevention and recovery into their programming of services.</p>		
Finance Report (Terry) Balance Sheet Investment	<p>Accounts Receivable is higher than last year 386K currently believe that a majority of it is deemed collectable. Just slow moving collecting Received SBA Loan</p> <p>Revenues are up from the prior year – Kudo’s to the team</p>		Cassandra

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Tom Reilly
 Board Secretary

Topic	Discussion	Resolution	Person Responsible/ Time Frame
	<p>Deficit it at about \$25K but under the circumstances that it a solid job as a team</p> <p>PPP Forgiveness platform for application acceptance is on Hold while M&T is waiting for regulations.</p> <p>Cashflow update – Luckily have SBA loan touched on that Will be reimbursed 50% from March 1st to End of the year. Because we self-insure. Just received the 990 will have that out to everyone in September.</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>Just moving along with the finances and cash flow. Tom and Mark will join Cassandra to meet with Barb to talk about the space that we have. An ask to lessen the space and looking at some office spaces. Possibly closing the Rome office due to non use. Working on Recovery Center with the Community Foundation. Conversation for the Impact center in Utica. Have other options to do some collaborative options in Utica.</p>	<p>Cassandra will be out with surgery, from Monday 31st. Possibly 2-4 weeks.</p>	<p>Heather/CEC/BOD</p>

Respectfully submitted,
Tom Reilly
Board Secretary

Topic	Discussion	Resolution	Person Responsible/ Time Frame
	Jodi has a grant that might be able to help pay some of the space in Rome.		
Adjourn	Next meeting September 24 th , 2020 8am	Motion to adjourn Mark/Dave (all in favor)	

Respectfully submitted,
Tom Reilly
Board Secretary

Statement of Revenue and Expense
 Current Period: 8/1/2020 - 8/31/2020
 Year-to-Date: 1/1/2020 - 8/31/2020

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Revenue				
Contributions/Donations	100.00	2,552.45	0.00	763.49
Donations Compeer	0.00	0.00	0.00	1,500.00
United Way Revenue	0.00	441.26	4,550.54	21,296.74
Fund Raising Event	6,194.21	13,812.66	5,035.00	19,414.75
Government Grants	62,858.99	668,460.36	78,604.15	640,347.32
Contract Revenue	32,200.22	332,629.67	37,456.84	293,531.36
Parole/SIST Revenue	310.00	19,460.00	3,950.00	37,705.00
Community Partner Grant	5,048.19	49,666.52	8,263.93	83,324.28
Recovery Training Fees	0.00	0.00	0.00	700.00
Program Fees - Individ	155.00	2,815.00	1,844.00	14,530.00
IDP fees	328.00	6,787.00	4,946.00	30,735.00
DRT fees	1,275.00	2,315.99	670.00	3,764.71
EAP Service fee	17,865.09	142,323.66	16,745.82	139,537.20
EAP training fee	175.00	175.00	0.00	0.00
EAP Liberty Resources	5,753.93	39,756.51	0.00	0.00
Compeer Revenue	666.67	5,333.33	666.67	5,333.33
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	17.99	129.63	21.33	119.98
Unrealized Gain on Investment	11,119.91	11,212.02	(4,463.55)	28,496.81
Miscellaneous Income	1,505.20	14,359.61	5.28	801.23
Total Revenue	145,573.40	1,321,230.67	158,296.01	1,324,901.20
Expenses				
Salaries Direct Staff	100,871.38	888,699.71	130,331.00	781,014.81
FSP On Call	150.00	1,000.00	300.00	1,450.00
Salaries Administrative/P.A.	10,831.00	107,599.99	18,259.24	107,668.04
Health Insurance	4,954.61	30,538.99	208.75	9,270.60
Life Insurance	194.95	1,553.83	188.79	1,567.18
Long Term Disability	295.91	2,354.90	283.05	2,467.00
FICA Expense	8,173.80	73,367.52	11,342.57	67,781.64
Workers Compensation	1,314.66	8,119.41	1,314.08	11,796.73
NYS Unemployment	4,251.14	6,762.14	0.00	183.10

Statement of Revenue and Expense
 Current Period: 8/1/2020 - 8/31/2020
 Year-to-Date: 1/1/2020 - 8/31/2020

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
401k Match Expense	833.33	6,666.64	833.33	6,666.68
Professional Fees/ Supervision	160.00	3,192.50	480.00	6,030.00
Audit Expense	883.37	7,066.96	883.37	7,066.96
Supplies	5,701.76	33,194.98	2,029.98	23,109.06
EBP Material	0.00	0.00	0.00	500.00
Marketing Expense	552.13	3,295.19	400.20	15,913.37
Insurance Expense	1,154.08	11,329.03	1,224.67	11,964.29
Telephone Expense	2,214.07	17,528.48	1,795.01	18,664.54
Postage Expense	200.00	1,390.60	108.75	1,330.75
Rent Utica	8,367.67	66,941.36	8,367.67	66,941.34
Rent Herkimer	650.00	5,200.00	650.00	5,200.00
Rent Rome	800.00	6,400.00	800.00	5,800.00
Rome Utilities	125.38	1,003.73	121.43	850.06
Equipment	723.96	11,992.86	0.00	1,665.60
Equipment Rental-Lease	439.18	2,942.54	325.00	2,817.50
Setup/Background Check	25.00	100.00	50.00	263.00
Website/Tech Fees	1,675.25	31,169.96	5,082.02	33,052.33
Printing	0.00	861.55	65.95	1,979.75
Travel	1,409.67	9,587.74	1,884.16	22,058.44
Conference/Training	2,595.15	8,103.15	294.87	7,986.48
EAP Affiliate	0.00	450.00	0.00	520.00
Client Programming Expense	0.00	267.77	100.00	1,068.17
Dues/Membership Fees	0.00	1,305.00	0.00	1,882.56
Admin Fees	92.96	658.26	72.83	555.98
Equipment/Software Purchase	0.00	0.00	0.00	1,699.98
Depreciation Expense	1,450.00	11,600.00	1,700.00	13,600.00
PayPal Fees	30.00	240.00	30.00	210.00
Interest Expense	0.00	14.58	0.00	0.00
Bank Fees	150.41	928.63	201.80	1,305.39
Payroll Fees	944.79	9,074.02	1,397.40	9,784.56
Fund Raising Expense	0.00	0.00	0.00	2,840.00
Administrative Expense	0.00	145.00	0.00	210.59
Miscellaneous Expense	0.00	756.00	0.00	5,435.22
Total Expenses	162,215.61	1,373,403.02	191,125.92	1,262,171.70

Excess or (Deficiency) of
Revenue Over Expenses

(16,642.21)	(52,172.35)	(32,829.91)	62,729.50
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CFLR
Balance Sheet
As of Date: 8/31/2020

	Current Year	Prior Year
Assets		
Current Assets		
Operating	65,767.28	158,731.21
Recreation	1,127.16	1,656.43
Payroll	4,216.11	3,679.25
Savings	172,139.64	199,997.74
Unemployment Acct	200,601.43	51,886.16
Occupancy Reserve	16,250.00	0.00
Investment Acct	334,757.70	304,648.03
Accounts Receivable	438,976.98	238,726.61
Miscellaneous Receivable	6,780.00	1,595.00
Total Current Assets	1,240,616.30	960,920.43
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	(182,382.95)	(166,942.74)
Total Fixed Assets	42,434.37	56,275.58
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	1,287,230.67	1,021,376.01
Liabilities & Net Assets		
Liabilities		
Current Liabilities		
Accounts Payable	7,127.37	6,909.64
Dental Insurance Payable	126.70	302.07
Vision Payable	(327.63)	(292.62)
Disability Payable	1,111.15	(609.05)
New York Paid Family Leave	954.16	909.04

CFLR
Balance Sheet
As of Date: 8/31/2020

	Current Year	Prior Year
United Way Withholding	(539.10)	(315.61)
Employee 401k	(122.47)	905.54
Accrued 401k Match	6,667.08	16,667.12
Allstate & Colonial-Ins.	190.58	190.70
Miscellaneous W/H	680.83	395.83
Life Insurance/Employee Paid	6.14	6.14
Accrued Audit	1,168.28	4,542.84
Accrued Salary	54,381.31	54,997.14
Accrued Rent	21,099.72	30,142.44
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	12,780.06	58,550.60
Deferred Revenue EAP	16,906.76	16,691.83
Total Current Liabilities	531,597.77	208,594.61
Total Liabilities	531,597.77	208,594.61
Net Assets		
Unrestricted Fund Balance	595,958.00	660,166.50
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	755,632.90	812,781.40
Total Liabilities & Net Assets	1,287,230.67	1,021,376.01

A/R Aging Report
 As of Date: 9/30/2020
 Aged By: Due Date

Invoice #	Post Date	Due Date	Doc Date	Current	1 - 30	31 - 60	61 - 90	Over 90	Total
Billing Group: <none>									
Adirondack Central School District									
300	9/1/2020	9/30/2020	9/7/2020	2,800.00	0.00	0.00	0.00	0.00	2,800.00
Total:				2,800.00	0.00	0.00	0.00	0.00	2,800.00
Camden Central School District									
12/31/2019	12/31/2019	12/31/2019	12/31/2019	0.00	0.00	0.00	0.00	1,140.00	1,140.00
Total:				0.00	0.00	0.00	0.00	1,140.00	1,140.00
City Of Rome CDBG									
6/30/2020	6/30/2020	6/30/2020	6/30/2020	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Total:				0.00	0.00	0.00	0.00	5,000.00	5,000.00
City of Utica									
001533	5/1/2020	8/1/2020	8/1/2020	0.00	0.00	7,536.70	0.00	0.00	7,536.70
Total:				0.00	0.00	7,536.70	0.00	0.00	7,536.70
City Of Utica CDBG									
3/31/2020	3/31/2020	3/31/2020	3/31/2020	0.00	0.00	0.00	0.00	1,500.00	1,500.00
6/30/2020	6/30/2020	6/30/2020	6/30/2020	0.00	0.00	0.00	0.00	2,500.00	2,500.00
Total:				0.00	0.00	0.00	0.00	4,000.00	4,000.00
Community Recovery Center									
11/30/2019	11/30/2019	11/30/2019	11/30/2019	0.00	0.00	0.00	0.00	600.00	600.00
Total:				0.00	0.00	0.00	0.00	600.00	600.00
Compeer-OJJD Youth Mentoring Grant									
116	8/31/2020	8/31/2020	8/31/2020	0.00	5,048.19	0.00	0.00	0.00	5,048.19
Total:				0.00	5,048.19	0.00	0.00	0.00	5,048.19
Dual Recovery Training									
7/31/2020	7/31/2020	7/31/2020	7/31/2020	0.00	0.00	0.00	1,230.53	0.00	1,230.53
8/31/2020	8/31/2020	8/31/2020	8/31/2020	0.00	1,230.53	0.00	0.00	0.00	1,230.53
Total:				0.00	1,230.53	0.00	1,230.53	0.00	2,461.06
Family Support Program									
8/31/2020	8/31/2020	8/31/2020	8/31/2020	0.00	15,507.91	0.00	0.00	0.00	15,507.91
Total:				0.00	15,507.91	0.00	0.00	0.00	15,507.91
Heart Share St. Vincent's Services									

A/R Aging Report
 As of Date: 9/30/2020
 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)									
Heart Share St. Vincent's Services (cont'd from page 1)									
11302019	11/30/2019	11/30/2019	11/30/2019					360.00	360.00
Total:				0.00	0.00	0.00	0.00	360.00	360.00
Herklimer Co TANF Grant									
8312020	8/31/2020	8/31/2020	8/31/2020		3,061.93				3,061.93
Total:				0.00	3,061.93	0.00	0.00	0.00	3,061.93
Herklimer Co. DSS									
7312020	7/31/2020	7/31/2020	7/31/2020		1,100.00		1,815.00		1,815.00
8312020	8/31/2020	8/31/2020	8/31/2020		1,100.00				1,100.00
Total:				0.00	1,100.00	0.00	1,815.00	0.00	2,915.00
Holland Patent Central School									
202	8/31/2020	8/31/2020	8/31/2020		1,282.67				1,282.67
Total:				0.00	1,282.67	0.00	0.00	0.00	1,282.67
Impact Program									
10312018	10/31/2018	10/31/2018	10/31/2018					7,999.00	7,999.00
10312019-1	10/31/2019	10/31/2019	10/31/2019					8,120.00	8,120.00
7012020	7/1/2020	7/1/2020	7/1/2020					36,341.60	36,341.60
Total:				0.00	0.00	0.00	0.00	52,460.60	52,460.60
Neighborhood Center									
712019	7/1/2019	7/1/2019	7/1/2019					700.00	700.00
Total:				0.00	0.00	0.00	0.00	700.00	700.00
NYS-OSC- SIST									
08312020	8/31/2020	8/31/2020	8/31/2020		300.00				300.00
5312020-1	5/31/2020	5/31/2020	5/31/2020					1,250.00	1,250.00
6302020	6/30/2020	6/30/2020	6/30/2020					1,575.00	1,575.00
7312019-1	7/31/2019	7/31/2019	7/31/2019					825.00	825.00
7312020	7/31/2020	7/31/2020	7/31/2020				1,300.00		1,300.00
Total:				0.00	300.00	0.00	1,300.00	3,650.00	5,250.00
NYS-OSC-Parole									
1063	5/31/2020	5/31/2020	5/31/2020					35.00	35.00
1066	8/31/2020	8/31/2020	8/31/2020		10.00				10.00

A/R Aging Report
As of Date: 9/30/2020
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)									
NYS-OSC-Parole (cont'd from page 2)									
3312019-2	3/31/2019	3/31/2019	3/31/2019					20.00	20.00
7312020	7/31/2020	7/31/2020	7/31/2020				20.00		20.00
9302019	9/30/2019	9/30/2019	9/30/2019					170.00	170.00
Total:				0.00	10.00	0.00	20.00	225.00	255.00
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									
5312020	5/31/2020	5/31/2020	5/31/2020					630.00	630.00
6302020	6/30/2020	6/30/2020	6/30/2020					1,170.00	1,170.00
7312020	7/31/2020	7/31/2020	7/31/2020				292.50		292.50
8312020	8/31/2020	8/31/2020	8/31/2020		180.00				180.00
Total:				0.00	180.00	0.00	292.50	1,800.00	2,272.50
Oneida Co. Office Of Mental Health									
7312020-1	7/31/2020	7/31/2020	7/31/2020				6,666.66		6,666.66
7312020-2	7/31/2020	7/31/2020	7/31/2020				13,377.94		13,377.94
7312020-3	7/31/2020	7/31/2020	7/31/2020				4,166.67		4,166.67
8312020-1	8/31/2020	8/31/2020	8/31/2020				6,666.66		6,666.66
8312020-2	8/31/2020	8/31/2020	8/31/2020				13,377.94		13,377.94
8312020-3	8/31/2020	8/31/2020	8/31/2020				4,166.67		4,166.67
Total:				0.00	24,211.27	0.00	24,211.27	0.00	48,422.54
Rome Memorial Hospital									
001528	7/1/2020	7/30/2020	7/1/2020				1,768.27		1,768.27
Total:				0.00	0.00	0.00	1,768.27	0.00	1,768.27
Sex Offender Treatment Program									
7312020	7/31/2020	7/31/2020	7/31/2020				1,845.14		1,845.14
8312020	8/31/2020	8/31/2020	8/31/2020		1,845.14				1,845.14
Total:				0.00	1,845.14	0.00	1,845.14	0.00	3,690.28
SPCA Of Cattaraugus County									
001534	8/1/2020	8/1/2020	8/1/2020			250.00			250.00

CFLR
A/R Aging Report
As of Date: 9/30/2020
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)									
SPCA Of Cattaraugus County (cont'd from page 3)									
Total:				0.00	0.00	250.00	0.00	0.00	250.00
St. Margaret's House Corporation									
001536	9/1/2020	9/1/2020	9/1/2020	0.00	166.68	0.00	0.00	0.00	166.68
Total:				0.00	166.68	0.00	0.00	0.00	166.68
Suicide Prevention									
7312020	7/31/2020	7/31/2020	7/31/2020	0.00	3,608.34	0.00	3,608.34	0.00	3,608.34
8312020	8/31/2020	8/31/2020	8/31/2020	0.00	3,608.34	0.00	3,608.34	0.00	3,608.34
Total:				0.00	3,608.34	0.00	3,608.34	0.00	7,216.68
Sun Auto Group									
001535	8/1/2020	8/1/2020	8/1/2020	0.00	0.00	750.00	0.00	0.00	750.00
Total:				0.00	0.00	750.00	0.00	0.00	750.00
Supportive Case Management									
8312020	8/31/2020	8/31/2020	8/31/2020	0.00	21,018.11	0.00	0.00	0.00	21,018.11
Total:				0.00	21,018.11	0.00	0.00	0.00	21,018.11
Thea Bowman House, Inc.									
6302020	6/30/2020	6/30/2020	6/30/2020	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Total:				0.00	0.00	0.00	0.00	3,000.00	3,000.00
Triple P Program OASAS									
6302020	6/30/2020	6/30/2020	6/30/2020	0.00	0.00	0.00	0.00	88,200.00	88,200.00
Total:				0.00	0.00	0.00	0.00	88,200.00	88,200.00
Workforce Development Board									
4302020-2	4/30/2020	4/30/2020	4/30/2020	0.00	960.00	0.00	0.00	1,911.00	2,871.00
4302020-3	4/30/2020	4/30/2020	4/30/2020	0.00	960.00	0.00	0.00	1,116.00	1,116.00
8312020	8/31/2020	8/31/2020	8/31/2020	0.00	960.00	0.00	0.00	1,911.00	2,871.00
Total:				0.00	960.00	0.00	0.00	1,911.00	2,871.00
YWCA of the Mohawk Valley									
001531	7/1/2020	7/1/2020	7/1/2020	0.00	0.00	0.00	0.00	161.25	161.25
Total:				0.00	0.00	0.00	0.00	161.25	161.25
Total:				2,800.00	79,530.77	8,536.70	36,091.05	174,636.85	301,595.37

CFLR
A/R Aging Report
As of Date: 9/30/2020
Aged By: Due Date

Invoice #	Post Date	Due Date	Doc Date	Current	1 - 30	31 - 60	61 - 90	Over 90	Total
Report Total:				2,800.00	79,530.77	8,536.70	36,091.05	174,636.85	301,595.37