

CFLR BOARD OF DIRECTORS Meeting

September 27, 2018

8:00 a.m. - 9:00 a.m. – Large Training Room

Agenda Item	Objective	Who	Time
Opening Remarks	Welcome and Introductions	K. Walters	8:05 a.m.
Finance Committee Report	<ul style="list-style-type: none">• Finance Report•	B. Reese	8:10 a.m.
Consent Agenda	<ul style="list-style-type: none">• Minutes from previous meeting• Committee Reports	K. Walters	8:15 a.m.
Unfinished business	<ul style="list-style-type: none">• Board Vote – new (returning member Rich Pratt), salary attestation for NYS OMH (see resolution)• Neighborhood Center Partnership discussion• Moving forward- Strategic Plan, Board Committees and recruitment	K. Walters	8:20 a.m.
	Close Meeting Next Board Meeting – October 25, 2018 8am – 9:00am		9:00 a.m.

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

Date: August 1, 2018

Time: 8am

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

Excused: Rev. Frank Graichen, Mike Leist

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Opening Remarks <i>(Kelly Walters)</i>	Kelly opened meeting at 8:05 AM		
Consent Agenda <i>(Kelly Walters)</i>	Review of Consent Agenda (Accepted.) - Minutes previous meeting - No Committee Reports	Motion to Accept: Tom/Dave (All in favor)	
Finance Committee Report <i>(Brian Reese)</i>	Brian reviewed June financial reports stating we are in good financial shape. Revenues and expenses tracking to budget and last year actual. As of June the Balance Sheet was updated to reflect the change in previously restricted funds to unrestricted per resolution passed last month. Funds were moved to Compeer and recovery program funding to support our mission of Recovery.	Received	BOD Members
Golf Tournament <i>(Brian Reese)</i>	Brian updated the BOD on progress to date for the Golf Tournament, which is tracking well. Encouraged all BOD members to make final push for contributions and golfers. Expecting more teams than last year. (Last year 20 4-somes.)		Brian Reese BOD members

Respectfully submitted,
Terry Plizga
Board Secretary

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Unfinished Business	<p>Merger/Partnership meeting in Sept 11th with key staff and consultant. Discussed expectations.</p> <p>Since timing of potential merger has stretched into 2019, discussion included the need to seek potential board members to retain a healthy BOD quorum. Bylaws require no less than 8 or more than 18.</p>	Goal to add 2-3 new members	<p>Cassandra</p> <p>BOD Members</p>
New Business	<p>Resignation - Mike Leist has tendered his resignation due to family and work commitments. Mike will continue to advocate for our mission.</p> <p>Departure – Brian Erhart has missed many meetings and attempts to contact Brian have been unsuccessful. Brian will be dropped from the BOD due to lack of attendance. <i>Thank you for your service</i> letter to be sent immediately.</p> <p>BOD is now at 8 members; minimum size. Potential names discussed with plans to contact and discuss joining for approx 18 months.</p>	<p>Accepted with regret: Paul/Terry (All in favor)</p> <p>Motion to approve: Kelly/Dave (All in favor)</p> <p>Goal to add 2-3 new members</p>	<p>Cassandra/Heather</p> <p>BOD Members</p>
Adjournment	<p>Motion to adjourn at 8:45 a.m.</p> <p>Next Board Meeting, September 27th at 8 a.m.</p>	Dave//Tom (All in favor)	

Respectfully submitted,
Terry Plizga
Board Secretary

Statement of Revenue and Expense
 Current Period: 8/1/2018 - 8/31/2018
 Year-to-Date: 1/1/2018 - 8/31/2018

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Revenue				
Contributions/Donations	33.82	1,260.21	256.49	5,116.32
United Way Revenue	885.45	21,593.51	3,196.99	30,017.67
Fund Raising Event	8,680.00	21,696.87	4,170.35	23,009.97
Government Grants	79,901.82	667,536.52	75,125.24	546,426.59
Contract Revenue	39,273.26	355,608.43	42,829.19	360,763.54
Parole/SIST Revenue	4,225.00	56,170.00	4,765.00	31,155.00
Community Partner Grant	13,723.42	40,523.42	2,850.00	118,770.31
Program Fees - Individ	1,268.00	10,775.00	1,396.00	10,807.00
IDP fees	1,872.00	23,546.00	3,150.00	28,105.75
DRT fees	300.00	7,096.66	55.00	6,202.40
EAP subcontract	0.00	0.00	120.00	600.00
EAP Service fee	16,006.33	133,075.90	15,905.62	133,015.14
EAP training fee	0.00	200.00	0.00	0.00
Compeer Revenue	833.34	6,666.67	833.33	6,666.67
City of Utica CDBG	0.00	6,000.00	0.00	3,500.00
Interest Income	17.70	139.21	41.27	325.68
Unrealized Gain on Investment	2,751.63	8,882.56	(1,025.17)	18,802.88
Miscellaneous Income	100.00	3,656.39	6.14	2,838.09
Total Revenue	169,871.77	1,364,427.35	153,675.45	1,326,123.01
Expenses				
Salaries Direct Staff	98,606.06	814,466.28	102,658.42	794,331.42
FSP On Call	150.00	1,250.00	150.00	1,100.00
Salaries Administrative/P.A.	14,364.06	104,064.14	12,571.02	93,548.78
Health Insurance	300.60	10,508.96	673.22	8,490.49
Life Insurance	209.93	1,558.84	100.71	1,328.37
Long Term Disability	349.96	2,600.54	181.60	2,653.60
FICA Expense	8,897.82	71,084.17	8,646.28	65,232.28
Workers Compensation	339.00	15,745.14	1,523.26	12,156.09
NYS Unemployment	1,250.00	12,485.03	1,250.00	25,838.95
Disability Expense	0.00	0.00	0.00	1,447.72
401k Match Expense	833.33	6,666.64	833.37	6,666.96
Professional Fees/ Supervision	4,674.73	21,905.99	320.00	36,767.50
Audit Expense	883.37	7,066.96	883.37	7,066.96

Statement of Revenue and Expense
 Current Period: 8/1/2018 - 8/31/2018
 Year-to-Date: 1/1/2018 - 8/31/2018

	Current Year Current Period	Current Year Year-to-Date	Prior Year Current Period	Prior Year Year-to-Date
Supplies	4,711.11	35,073.64	2,634.47	20,355.44
EBP Material	0.00	3,950.00	0.00	0.00
Marketing Expense	15,086.57	28,357.93	5,489.80	17,376.30
Insurance Expense	1,209.42	11,827.01	1,338.78	10,875.87
Telephone Expense	2,180.73	19,196.41	2,248.51	16,041.68
Postage Expense	400.00	2,372.91	0.00	2,079.65
Rent Utica	6,758.50	54,068.00	6,758.50	54,068.00
Rent Herkimer	650.00	5,200.00	650.00	5,200.00
Rent Rome	600.00	4,800.00	600.00	4,800.00
Rome Utilities	72.65	692.72	65.96	692.96
Equipment & Maintenance	0.00	0.00	0.00	320.00
Equipment rental	582.70	800.20	108.75	326.25
Setup/Background Check	0.00	171.75	25.00	430.25
Website/Tech Fees	6,325.42	29,577.26	3,440.49	41,968.28
Printing	158.85	7,377.38	0.00	5,104.85
Publications	0.00	0.00	0.00	229.00
Travel	4,715.26	30,210.94	2,596.01	22,250.10
Conference/Training	434.96	20,389.01	880.00	13,633.66
EAP subcontract	0.00	325.00	65.00	305.00
Client Programming Expense	528.59	4,712.47	300.00	1,550.00
Dues/Membership Fees	0.00	1,849.56	0.00	2,098.48
Admin Fees	68.89	529.94	60.32	446.22
Equipment/Software Purchase	0.00	0.00	1,764.80	7,197.62
Depreciation Expense	1,275.00	10,200.00	2,444.01	14,152.08
PayPal Fees	30.00	240.00	30.00	240.00
Bank Fees	196.98	1,066.84	108.05	965.16
Payroll Fees	595.35	5,260.19	672.35	5,576.55
Fund Raising Expense	0.00	1,725.00	0.00	1,762.15
Administrative Expense	0.00	145.00	145.00	345.00
Miscellaneous Expense	170.00	1,003.62	125.00	2,062.98
Total Expenses	177,609.84	1,350,525.47	162,342.05	1,309,082.65
Excess or (Deficiency) of Revenue Over Expenses	(7,738.07)	13,901.88	(8,666.60)	17,040.36

CFLR
Balance Sheet
As of Date: 8/31/2018

	Current Year	Prior Year
Assets		
Current Assets		
Operating	147,981.20	124,199.41
Recreation	1,664.11	1,059.11
Payroll	3,352.83	6,650.11
Savings	200,154.24	20,868.57
Bank of Ulica Savings	0.00	70,534.86
Unemployment Acct	50,585.51	35,543.06
Investment Acct	320,718.29	312,644.00
Accounts Receivables	168,161.77	121,750.41
Miscellaneous Receivable	13,823.00	21,390.00
Miscellaneous Receivable	1,595.00	0.00
Prepaid Expenses	6,384.66	162.46
Prepaid Insurance	0.00	2,312.06
Total Current Assets	914,420.61	717,114.05
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	(142,210.42)	(130,862.48)
Total Fixed Assets	81,007.90	85,460.84
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	998,808.51	805,954.89
Liabilities & Net Assets		
Liabilities		
Current Liabilities		
Due To/From	0.00	(12,289.97)
Accounts Payable	9,545.28	7,439.12

CFLR
Balance Sheet
As of Date: 8/31/2018

	Current Year	Prior Year
Dental Insurance Payable	(152.66)	6.25
Vision Payable	(439.41)	(255.64)
Disability Payable	691.32	935.80
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	884.13	68.00
United Way Withholding	(67.94)	(89.74)
Employee 401k	633.09	407.63
Accrued 401k Match	6,667.08	6,666.96
Allstate & Colonial-Ins.	192.36	(21.92)
Miscellaneous W/H	1,376.17	144.68
Life Insurance/Employee Paid	0.00	(20.00)
Accrued Audit	5,192.40	6,141.96
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	11,635.33
Deferred Revenue	506.20	3,653.20
Deferred Revenue EAP	16,006.34	18,652.52
Total Current Liabilities	124,814.68	101,664.80
Total Liabilities	124,814.68	101,664.80
Net Assets		
Unrestricted Fund Balance	721,378.93	561,854.89
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	873,993.83	704,290.09
Total Liabilities & Net Assets	998,808.51	805,954.89

CFLR
A/R Aging Report
As of Date: 8/31/2018
Aged By: Due Date

Invoice #	Post Date	Due Date	Doc Date	Current	1 - 30	31 - 60	61 - 90	Over 90	Total
Billing Group: <none>									
DASNY									
6292018	6/29/2018	6/29/2018	6/29/2018	0.00	0.00	0.00	2,158.53	0.00	2,158.53
Total:				0.00	0.00	0.00	2,158.53	0.00	2,158.53
Dual Recovery Training									
7312018	7/31/2018	7/31/2018	7/31/2018	1,538.00		1,538.00			1,538.00
8312018	8/31/2018	8/31/2018	8/31/2018	1,538.00					1,538.00
Total:				1,538.00	0.00	1,538.00	0.00	0.00	3,076.00
Family Support Program									
8312018	8/31/2018	8/31/2018	8/31/2018	20,290.77					20,290.77
Total:				20,290.77	0.00	0.00	0.00	0.00	20,290.77
Herkimer Co TANF Grant									
8312018	8/31/2018	8/31/2018	8/31/2018	3,083.66					3,083.66
Total:				3,083.66	0.00	0.00	0.00	0.00	3,083.66
Herkimer Co. DSS									
6302018	6/30/2018	6/30/2018	6/30/2018				1,210.00		1,210.00
7312018	7/31/2018	7/31/2018	7/31/2018	1,705.00		1,870.00			1,870.00
8312018	8/31/2018	8/31/2018	8/31/2018	1,705.00			1,210.00		1,705.00
Total:				1,705.00	0.00	1,870.00	1,210.00	0.00	4,785.00
Herkimer County Integrated Planning									
8312018	8/31/2018	8/31/2018	8/31/2018	4,028.39					4,028.39
Total:				4,028.39	0.00	0.00	0.00	0.00	4,028.39
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
Total:				0.00	0.00	0.00	21,469.00		21,469.00
NYS-OSC-SIST									
8312018	8/31/2018	8/31/2018	8/31/2018	4,150.00					4,150.00
Total:				4,150.00	0.00	0.00	0.00	0.00	4,150.00
NYS-OSC-Parole									

A/R Aging Report
 As of Date: 8/31/2018
 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)									
NYS-OSC-Parole (cont'd from page 1)									
7312018	7/31/2018	7/31/2018	7/31/2018	75.00		60.00			60.00
8312018	8/31/2018	8/31/2018	8/31/2018	75.00					75.00
Total:				150.00		60.00			135.00
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									
7312018	7/31/2018	7/31/2018	7/31/2018	675.00		405.00			405.00
8312018	8/31/2018	8/31/2018	8/31/2018	675.00					675.00
Total:				1,350.00	0.00	405.00	0.00	0.00	1,080.00
Oneida Co. Office Of Mental Health									
7312018-1	7/31/2018	7/31/2018	7/31/2018			8,333.33			8,333.33
7312018-2	7/31/2018	7/31/2018	7/31/2018			16,506.67			16,506.67
7312018-3	7/31/2018	7/31/2018	7/31/2018			4,166.00			4,166.00
8312018-1	8/31/2018	8/31/2018	8/31/2018	8,333.33					8,333.33
8312018-2	8/31/2018	8/31/2018	8/31/2018	16,506.67					16,506.67
8312018-3	8/31/2018	8/31/2018	8/31/2018	4,166.00					4,166.00
Total:				29,006.00	0.00	29,006.00	0.00	0.00	58,012.00
Pueblo Co. Department Of Social Services									
136	8/31/2018	8/31/2018	8/31/2018	300.00					300.00
Total:				300.00	0.00	0.00	0.00	0.00	300.00
Rome Memorial Hospital									
001283	7/1/2018	7/1/2018	7/1/2018	0.00			1,795.00		1,795.00
Total:				0.00	0.00	0.00	1,795.00	0.00	1,795.00
Sex Offender Treatment Program									
7312018	7/31/2018	7/31/2018	7/31/2018	2,217.00		2,217.00			2,217.00
8312018	8/31/2018	8/31/2018	8/31/2018	2,217.00					2,217.00
Total:				4,434.00	0.00	2,217.00	0.00	0.00	4,434.00
Suicide Prevention									
7312018	7/31/2018	7/31/2018	7/31/2018			4,510.00			4,510.00

CFLR
A/R Aging Report
As of Date: 8/31/2018
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)									
Suicide Prevention (cont'd from page 2)									
8312018	8/31/2018	8/31/2018	8/31/2018	4,510.00	0.00	4,510.00	0.00	0.00	4,510.00
Total:				4,510.00	0.00	4,510.00	0.00	0.00	9,020.00
Supportive Case Management									
8312018	8/31/2018	8/31/2018	8/31/2018	32,633.42	0.00	0.00	0.00	0.00	32,633.42
Total:				32,633.42	0.00	0.00	0.00	0.00	32,633.42
Workforce Development Board									
7312018	8/31/2018	8/31/2018	8/31/2018	105.00	0.00	0.00	0.00	0.00	105.00
Total:				105.00	0.00	0.00	0.00	0.00	105.00
Total:				104,317.24	0.00	39,606.00	5,163.53	32,898.00	181,984.77
Report Total:				104,317.24	0.00	39,606.00	5,163.53	32,898.00	181,984.77



September 27, 2018

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

RESOLUTION

At the meeting of the Board of Directors of Center for Family Life and Recovery, Inc. on September 27, 2018, the following resolution was proposed and approved by the board of Directors.

Whereas the funding provided to Center for Family Life and Recovery, Inc. pursuant to Part Q of Chapter 57 for the period beginning January 1, 2018 will be used solely to provide salary increases and salary related fringe benefit increases to direct care staff and direct support professionals as defined by the Commissioner and in accordance with the standards prescribed by the Commissioner.

RESOLVED:

WHEREAS the Board of Directors approved the attestation above has been and will be used by Center for Family Life and Recovery, Inc. in accordance with the standards prescribed by the Commissioner.

Signed: _____
Kelly Walters, President

Signed: _____
Terry Plizga, Secretary





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Sept. 14, 2018
Frank Donato, Board President
The Neighborhood Center
624 Elizabeth Street
Utica, NY 13501

Dear Frank,

On behalf of the Board of Directors of CFLR, I am following up to my letter of May 20, 2018 and our proposed partnership with the Neighborhood Center (TNC). Our Board remains excited about the opportunities to enhance services with the partnership with TNC. We believe that the partnership between the two agencies can only forge a path of success because of the strengths each hold.

From our perspective, CFLR can add value to TNC with our programming, staff capacity and financial stability with well-established fundraising events (Awareness Breakfast and Recovery Classic). The partnership results we are hoping for are not because of a financial need, but more of an alignment of programs and the furthering of missions that help the communities in which we serve.

As a Board, we are interested in preserving the footprint that CFLR has established in the community, specifically in the recovery community. One of the ways in which we hope to see this accomplished would be having Board representation on the TNC Board. With the representation, we can only hope to strengthen the governance with sharing our Ambassador Program and Mentor Program as well as a possible Advisory Committee for Recovery.

In order to continue to have transparent communication about the process, we would like to schedule a meeting of our Boards and Executive Directors to discuss where the process is and expectations moving forward as the time line set forth has already expired. We would hope to have a response by October 25th.

As always, your assistance and attention is greatly appreciated.

Sincerely,

Kelly Walters
Board President

CC: CFLR Board
Cassandra Sheets & Sandra Soroka

DRAFT _ CONFIDENTIAL

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CONFIDENTIAL