

Family Service Rochester  
Meeting of the Board of Directors  
March 25th, 2022

*Brand Message: Family Service Rochester is a community-based organization providing mental health, senior independence, child wellbeing, and family stability services. We listen to what people need and together, we build better lives.*

AGENDA

Welcome, Introductions, Announcements	Steve Conners
Resignation of board members: Jeff Osborne/Joe Langel	
Nomination of new board member: Eric Furness	
Executive Director's Report/Consent Agenda/Minutes	Steve Conners
Presentation: Employee Engagement Survey	Scott Maloney
Finance Committee Report	Mike Hemmingson
<ul style="list-style-type: none"><li>• Year to date financial report</li><li>• Approve 990 and Charities Report</li><li>• Request to modify 2022 budget</li></ul>	
Proposed Policy Changes	Scott Maloney
<ul style="list-style-type: none"><li>• #305 Holidays</li><li>• #315 Paid Time Off</li><li>• #405 Employee Termination</li></ul>	
Presentation: Age Friendly Communities	Dave Beal
Once Upon a Playhouse Fundraiser	Brenda Chilman
Board Discussion	Steve Conners
Adjourn	Steve Conners

## FSR Board Consent Agenda

5-25-22

*Mission: Family Service Rochester will provide community based social services of the highest quality and maintain a commitment to excellence in all operational areas.*

*Brand Message: Family Service Rochester is a community-based organization providing mental health, senior independence, child wellbeing, and family stability services. We listen to what people need and together, we build better lives.*

Executive Director's Report:

### **Programming Updates:**

Families First of Minnesota: Families First had opened a daycare during the pandemic and contracted with FSR to provide social worker and therapist time to the families being served. They have decided to end the daycare center after consistently having staffing challenges and shortages. This has ended our contractual relationship

Rochester Public Schools (RPS): FSR provides school based mental health services to a number of schools in SE MN. This is a collaborative effort with Fernbrook Family Center and Zumbro Valley Health Center. Fernbrook has been exclusively serving RPS. RPS has approached FSR to additionally provide therapists in the school district. Under an agreement with Fernbrook, FSR will look to fill positions in the fall for the following schools; Overland Elementary, Gibbs Elementary, and Dakota Middle School.

Olmsted County Corrections: FSR is in the midst of negotiating a contract for our psychologist, Dr. Jessica Garcia to provide psychological services to clients of Olmsted County Corrections. Should this proceed, Dr. Garcia will spend one day per week at the Olmsted County Government Center.

FARR Program: We have finally received our funding from the State of Minnesota to support our Family Advocacy in Restoration and Recovery program that supports new or pregnant mothers with a history of substance abuse. We have been encouraged to apply for additional money to support the expansion of this program into the Minnesota Prairie County Alliance. This is the shared human services department of Dodge, Steele and Waseca Counties. It's highly likely that we will receive this funding and hire two additional social workers.

MAP Training: A number of our therapist recently completed MAP Training. The Managing and Adapting Practice (MAP) system is an approach designed to provide clinicians and systems with a method to leverage available evidence to make clinical decisions, particularly in the context of planning and delivering mental health services

## **Operations Update:**

**ISolved:** FSR is implementing a new benefits and time/attendance system. This will automate many activities that are done by hand by our HR staff and employees themselves.

**Shared Nonprofit Space:** Our initial group consisting of IMAA, Families First, Zumbro Valley Health Services, and Family Service Rochester has now expanded to include Legal Aid of Olmsted County, Elder Network, and Workforce Development Inc. We still plan to submit a letter of interest to Olmsted County to have our project considered at Graham Park. Our group intends to work with Alyssa Fordham from our board to refine our building square footage and acreage needs. More recently we have begun working with Benike Construction to solidify our plans and our letter of interest.

**403B Retirement Plan:** We now have over 100 individuals (past and current employees) on our retirement plan. This requires that our plan be audited annually. We will likely work with our general auditing firm, Smith Shafer, and Associates, to complete this annually. This will amount to an annual cost between \$8,000-\$10,000.

**Staff Engagement:** We recently conducted a staff engagement survey. Results will be discussed at this board meeting. In addition, myself and our Director of Human Resources, Cindy Lefebvre-Westendorf have been taking teams of staff out to breakfast to learn how we might become a better employer. Thus far these breakfasts have been well-received.

**Demographic Survey:** Previously we had sent a survey to board members to better understand our demographics and skills of our board. United Way of Olmsted has asked us to provide more specifics on the demographics of our board. In the next couple of weeks, you will be receiving a survey so that we provide updated information as it relates to the composition of our board.

**LGBTQ+ Training:** On June 30<sup>th</sup> we are hosting a ½ day training on working with and alongside the LGBTQ+ population for all staff. This training is being provided by OutFront Minnesota

**Uniform Service Standards:** FSR and other providers of mental health services are required to adopt Uniform Service Standards (USS). This project is a multi-phase reform of the regulatory structure and service standards for Minnesota's mental health care system. The USS project is aligning common standards to reduce administrative burden, refocusing the standards on supporting quality and equitable services and establishing a unified licensing framework to build accountability where it matters.

## **Grant/Contract Updates:**

**SEMAAA:** We have been awarded a grant opportunity through the Southeast Minnesota Area Agency on Aging to provide outreach to underserved communities of color and additional grants to support our Senior Independence Efforts. In total the grant amounts are less than \$50,000

State Farm Grant: We are a finalist for a grant from State Farm to support our home modifications efforts for seniors. All board members should have received notification and the opportunity to vote. We have yet to have received notification in regards to the status of this.

Live Well at Home Grant: Our most current version of our Live Well Grant to support our senior independence efforts ends June 30<sup>th</sup>. We have submitted a grant for continued funding that is to start July 1<sup>st</sup>, if we are awarded. In years past, the State of Minnesota has not awarded these grants until well after the identified start date. The current grant provides approximately \$124,000 annually to FSR.

**Marketing/Fundraising/Volunteer Updates:**

Denim, Diamonds, and Dueling Pianos: Our fundraising effort to support Meals on Wheels will be held in March. We raised \$40,697. This is about \$12,000 more than we have raised in the past. Thank you to board members that contributed to the planning, attended, or provided donations to support Meals on Wheels. Please see income/expense statement included in this board packet.

Once Upon a Child: Our fundraiser to support our mental health services will be held in June. An update will be provided at this board meeting.

Volunteer of the Month: Our March Volunteer of the month is Lori Quinell. Lori has been coordinating a group of congregation members from Bethel Lutheran Church to deliver Meals on Wheels for over 5 years. Lori says "we have about 8 regular drives and a half dozen active substitute drivers. It's a very awesome team! Always willing to help each other, with their busy schedules, to make deliveries possible" Besides coordinating this effort, Lori also delivers meals herself seeing it as a reward to bring a hot meal and a smile.

Approval of the minutes from the March 23rd, 2022 board meeting.

## Board of Directors March 23, 2022

**Present:** Ryan Penticoff, Kanika Couchene, Steve Conners, Janet Swanson, Alyssa Fordham-Vagt, Andrea Niesen, Mike Hemmingson, Jen Hodgman, Michelle Dobson, Anjanette Bandel, Jenna Taubel, Jeff Osborne, Ryan Penticoff, Kanika Couchene,

**Staff Present:** Scott Maloney, Brenda Chilman, Cindy Lefebre-Westendorf, April Sutor, Crystal Smith, Ashleigh Dowis

**Guest:** Randy Brock, Justin Breaker, Vera Ndumbe, Jade Miles, Katherine Driscoll, Jason Boynton, Catherine Davis

**Welcome, Introductions and Announcements:** Conners called the meeting to order at 12:08pm. Each person was asked to introduce themselves. New supervisory staff at FSR gave extended introductions

**Meals on Wheels Fundraiser:** Brock updated the board on Denim, Diamonds and Dueling Pions. Board was thanked for their contributions to the live auction Cabo Package. Those without tickets were encouraged to attend the event.

**2021 Audit:** Jason Boynton from Smith, Schafer presented the 2021 audit to the board. Administrative cost was 12%, which is well under the recommended 20%.

**Executive Director's Report / Consent Agenda / Minutes:** Maloney made comments about programs that were recently cut, most experienced financial challenges related to the pandemic.

Maloney updated the board on the efforts around shared non-profit space. A letter of interest will be submitted to the county regarding the "Seneca" space. Fordham is working with the group to better understand the space needs. Don Prow approached group with interest in selling the Northgate center. Group is also exploring this option as well.

Maloney discussed the payroll (phishing) scam that the agency was victim of. Rochester Police Department took a report on the incident. Bremer Bank is helpful in efforts to retract deposits.

April Sutor received an award from Chancellor's office from the University of Minnesota. Board recognized her good work.

Hemmingson Made a motion to accept the consent agenda, Hodgman seconded. Hodgman made a motion to accept the January minutes Bandel seconded, passed unanimously. Board unanimously approved both motions.

**Committee Sign Up** Maloney shared the need for members on the Human Resources committee. Hemmingson and Couchene volunteered to join the committee.

**Finance Committee Report:** Hemmingson reviewed the February financial reports. \$177,000 agency gain year to date, budget was \$66,000 gain.

Hemmingson shared that the agency has transferred some funds to Bremer Bank for investments, per the investment policy. \$3 million has been transferred and the agency will continue to add to the investments. Invested conservatively and work with Kelly Engler, from Bremer, regularly on investment strategies. Higher level reporting will be shared with the board as investments progress.

**Presentation:**

**Adjourn:**

Czaplewski made A motion to adjourn at 1:28pm, seconded by Hemmingson; passed unanimously.

Submitted on behalf of Andrea Niesen, Secretary

2022 MOW Fundraiser Denim, Diamonds In-Person	
Revenue	Amount
Sponsors	\$23,500.00
Tickets	\$4,515.00
Event Revenue (Auctions, Donations, etc.)	\$23,090.72
<b>Total Revenue</b>	<b>\$51,105.72</b>
<b>Expenses</b>	
Advertising	\$200.00
Entertainment	\$3,250.00
Fees	\$635.30
Food	\$1,500.00
Postage	\$0.00
Printing/Signage	\$0.00
Software	\$0.00
Supplies	\$1,823.08
Venue	\$3,000.00
<b>Total Expenses</b>	<b>\$10,408.38</b>
<b>Net Income</b>	<b>\$40,697.34</b>

2021 MOW Fundraiser Denim, Diamonds Online	
Revenue	Amount
Sales	\$31,322.92
<b>Total Revenue</b>	<b>\$31,322.92</b>
<b>Expenses</b>	
Advertising	\$425.00
Entertainment	\$0.00
Fees	\$475.07
Food	\$208.25
Postage	\$0.00
Printing/Signage	\$0.00
Software	\$1,595.00
Supplies	\$144.41
<b>Total Expenses</b>	<b>\$2,847.73</b>
<b>Net Income</b>	<b>\$28,475.19</b>

2020 MOW Fundraiser Denim, Diamonds Online	
Revenue	Amount
Sales	\$ 36,691.60
<b>Total Revenue</b>	<b>\$36,691.60</b>
<b>Expenses</b>	
Advertising	\$498.17
Entertainment	\$2,750.00
Fees	\$577.14
Food	\$0.00
Postage	\$1,082.50
Printing/Signage	\$856.00
Software	\$1,595.00
Supplies	\$272.34
<b>Total Expenses</b>	<b>\$7,631.15</b>
<b>Net Income</b>	<b>\$29,060.45</b>

**FAMILY SERVICE ROCHESTER**  
**FINANCIAL REPORTS**



**April 30, 2022**

Report Notes

\$ -

**Agency Gain - Non-operating activities**

Donations	\$44,067.47	
Other Income-Administrative	\$8,830.51	
Interest from Donations-MOW Fund 2	\$30.61	
Petersen Trust Interest Income - MOW	\$9,650.51	
Adjust Fair Market Value of Petersen Trust	\$0.00	
Specific Care & IBM Donations	\$2,915.11	
Fundraising Events Net Income	\$43,930.92	
	Non-operating Gain	\$109,425.13
	Operating Gain	\$253,535.93
	<b>Agency Gain</b>	<b>\$362,101.70</b>

Rochester Area Fatherhood Network	\$0.00
Beyond the Yellow Ribbon	\$ (859.36)

**FSR Agency Gain (Less BTYR & RAFN) \$362,961.06**

**Capital Expenditures Savings Account**

Beginning Balance	\$277,179.00
Annual Contribution - TBD	
Ending Balance (1021 acct)	<u>\$277,179.00</u>



**FAMILY SERVICE ROCHESTER, INC.**  
**MONTHLY/ YTD FINANCIAL SUMMARY**  
 April 30, 2022



Target % YTD: 33%

	CURRENT MONTH			YEAR TO DATE			2022	PERCENT
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	BUDGET	USED
<b>Administrative Donations</b>								
Admin Donations	0	0	0	0	0	0	0	
Other Income	0	0	0	0	8,831	8,831	0	
<b>TOTAL ADMIN</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,831</b>	<b>8,831</b>	<b>0</b>	
<b>ADMINISTRATION &amp; FUNDRAISING</b>								
<b>ADMINISTRATION - FUND 1</b>								
REVENUES	1,667	403	(1,263)	6,667	3,540	(3,127)	20,000	17.70%
EXPENDITURES	<u>93,522</u>	<u>80,162</u>	<u>13,361</u>	<u>374,089</u>	<u>317,419</u>	<u>56,670</u>	<u>1,122,265</u>	28.28%
GAIN (LOSS)	(91,855)	(79,758)	12,097	(367,422)	(313,879)	53,543	(1,102,265)	
<b>FUNDRAISING - FUND 1</b>								
REVENUES	5,542	1,326	(4,216)	22,167	20,342	(1,825)	66,500	30.59%
EXPENDITURES	<u>11,700</u>	<u>8,999</u>	<u>2,701</u>	<u>46,799</u>	<u>32,297</u>	<u>14,503</u>	<u>140,398</u>	23.00%
GAIN (LOSS)	(6,158)	(7,673)	(1,515)	(24,633)	(11,955)	12,677	(73,898)	
<b>ADMIN &amp; FUNDRAISING TOTALS</b>	<b>(98,014)</b>	<b>(87,431)</b>	<b>10,582</b>	<b>(392,055)</b>	<b>(325,834)</b>	<b>66,221</b>	<b>(1,176,163)</b>	

<b>SENIOR INDEPENDENCE</b>								
<b>MEALS ON WHEELS - FUND 1</b>								
REVENUES	36,087	33,936	(2,151)	144,349	204,652	60,303	433,046	47.26%
EXPENDITURES	<u>31,907</u>	<u>28,650</u>	<u>3,256</u>	<u>127,627</u>	<u>120,093</u>	<u>7,534</u>	<u>382,880</u>	31.37%
GAIN (LOSS)	4,180	5,286	1,105	16,722	84,559	67,837	50,166	
LESS ADMIN SHARE	<u>(3,784)</u>	<u>(3,525)</u>	<u>259</u>	<u>(15,135)</u>	<u>(14,618)</u>	<u>517</u>	<u>(45,405)</u>	
NET GAIN (LOSS)	<u>397</u>	<u>1,761</u>	<u>1,364</u>	<u>1,587</u>	<u>69,941</u>	<u>68,354</u>	<u>4,760</u>	
<b>NEIGHBORS HELPING NEIGHBORS - (CHORE, FRESH, CASE MGT, BNHN, RNHN, SNHN - FUND 1)</b>								
REVENUES	44,164	49,071	4,907	176,657	209,662	33,005	529,970	39.56%
EXPENDITURES	<u>37,958</u>	<u>31,924</u>	<u>6,034</u>	<u>151,832</u>	<u>133,110</u>	<u>18,722</u>	<u>455,496</u>	29.22%
GAIN (LOSS)	6,206	17,147	10,941	24,824	76,551	51,727	74,474	
LESS ADMIN SHARE	<u>(4,501)</u>	<u>(3,928)</u>	<u>574</u>	<u>(18,006)</u>	<u>(16,203)</u>	<u>1,803</u>	<u>(54,017)</u>	

**FAMILY SERVICE ROCHESTER, INC.**  
**MONTHLY/ YTD FINANCIAL SUMMARY**  
 April 30, 2022



Target % YTD: 33%

	CURRENT MONTH			YEAR TO DATE			2022	PERCENT
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	BUDGET	USED
NET GAIN (LOSS)	<u>1,705</u>	<u>13,219</u>	<u>11,515</u>	<u>6,819</u>	<u>60,349</u>	<u>53,530</u>	<u>20,457</u>	
<b>PLACE BASED - (MEADOW PARK - FUND 1)</b>								
REVENUES	10,000	12,975	2,975	40,000	51,730	11,730	120,000	43.11%
EXPENDITURES	<u>11,112</u>	<u>13,349</u>	<u>(2,237)</u>	<u>44,447</u>	<u>34,930</u>	<u>9,517</u>	<u>133,342</u>	26.20%
GAIN (LOSS)	(1,112)	(374)	737	(4,447)	16,799	21,247	(13,342)	
LESS ADMIN SHARE	<u>(1,318)</u>	<u>(1,642)</u>	<u>(325)</u>	<u>(5,271)</u>	<u>(4,252)</u>	<u>1,019</u>	<u>(15,813)</u>	
NET GAIN (LOSS)	<u>(2,430)</u>	<u>(2,017)</u>	<u>413</u>	<u>(9,718)</u>	<u>12,548</u>	<u>22,266</u>	<u>(29,154)</u>	
<b>SENIOR INDEPENDENCE TOTALS</b>								
	<u>(328)</u>	<u>12,963</u>	<u>13,291</u>	<u>(1,313)</u>	<u>142,837</u>	<u>144,149</u>	<u>(3,937)</u>	

<b>CLINICAL SERVICES</b>								
<b>SCHOOL BASED MENTAL HEALTH (SBMH - FUND 1)</b>								
REVENUES	87,726	110,026	22,299	350,905	322,750	(28,156)	1,052,716	30.66%
EXPENDITURES	<u>75,879</u>	<u>67,000</u>	<u>8,879</u>	<u>303,517</u>	<u>213,517</u>	<u>90,000</u>	<u>910,550</u>	23.45%
GAIN (LOSS)	11,847	43,026	31,179	47,388	109,232	61,844	142,165	
LESS ADMIN SHARE	<u>(8,998)</u>	<u>(8,243)</u>	<u>755</u>	<u>(35,994)</u>	<u>(25,990)</u>	<u>10,003</u>	<u>(107,981)</u>	
NET GAIN (LOSS)	<u>2,849</u>	<u>34,782</u>	<u>31,934</u>	<u>11,395</u>	<u>83,242</u>	<u>71,847</u>	<u>34,185</u>	
<b>OUTPATIENT COUNSELING - FUND 1</b>								
REVENUES	88,725	68,558	(20,167)	354,900	278,331	(76,569)	1,064,700	26.14%
EXPENDITURES	<u>79,346</u>	<u>64,946</u>	<u>14,400</u>	<u>317,383</u>	<u>240,580</u>	<u>76,803</u>	<u>952,149</u>	25.27%
GAIN (LOSS)	9,379	3,612	(5,767)	37,517	37,751	234	112,551	
LESS ADMIN SHARE	<u>(9,409)</u>	<u>(7,990)</u>	<u>1,419</u>	<u>(37,638)</u>	<u>(29,285)</u>	<u>8,353</u>	<u>(112,914)</u>	
NET GAIN (LOSS)	<u>(30)</u>	<u>(4,378)</u>	<u>(4,348)</u>	<u>(121)</u>	<u>8,466</u>	<u>8,588</u>	<u>(363)</u>	
<b>COMMUNITY-BASED CLINICAL (CBI, DFO, HEADSTART, JEREMIAH, SYSTEMS WORK, C&amp;D, WOMEN'S GROUP) - FUND 1</b>								
REVENUES	21,494	17,885	(3,609)	85,976	57,386	(28,590)	257,928	22.25%
EXPENDITURES	<u>18,410</u>	<u>16,817</u>	<u>1,593</u>	<u>73,640</u>	<u>64,775</u>	<u>8,865</u>	<u>220,921</u>	29.32%
GAIN (LOSS)	3,084	1,067	(2,017)	12,336	(7,389)	(19,725)	37,007	
LESS ADMIN SHARE	<u>(2,183)</u>	<u>(2,069)</u>	<u>114</u>	<u>(8,733)</u>	<u>(7,885)</u>	<u>848</u>	<u>(26,199)</u>	

**FAMILY SERVICE ROCHESTER, INC.**  
**MONTHLY/ YTD FINANCIAL SUMMARY**  
 April 30, 2022



	CURRENT MONTH			YEAR TO DATE			Target % YTD:	33%
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	2022 BUDGET	PERCENT USED
NET GAIN (LOSS)	<u>901</u>	<u>(1,002)</u>	<u>(1,902)</u>	<u>3,603</u>	<u>(15,274)</u>	<u>(18,877)</u>	<u>10,808</u>	
<b>FAMILY-BASED SERVICES (FBS, IN-HOME, CTSS, CIBS) - FUND 1</b>								
REVENUES	97,690	59,073	(38,617)	390,761	249,702	(141,059)	1,172,283	21.30%
EXPENDITURES	<u>83,597</u>	<u>45,284</u>	<u>38,313</u>	<u>334,388</u>	<u>201,022</u>	<u>133,366</u>	<u>1,003,164</u>	20.04%
GAIN (LOSS)	14,093	13,789	(304)	56,373	48,680	(7,693)	169,119	
LESS ADMIN SHARE	<u>(9,914)</u>	<u>(5,571)</u>	<u>4,342</u>	<u>(39,655)</u>	<u>(24,469)</u>	<u>15,185</u>	<u>(118,964)</u>	
NET GAIN (LOSS)	<u>4,180</u>	<u>8,218</u>	<u>4,038</u>	<u>16,718</u>	<u>24,211</u>	<u>7,492</u>	<u>50,156</u>	
<b>CLINICAL SERVICES</b>								
<b>TOTALS</b>	<b>7,899</b>	<b>37,620</b>	<b>29,722</b>	<b>31,595</b>	<b>100,645</b>	<b>69,050</b>	<b>94,785</b>	

**CHILD WELFARE SERVICES**

**CHILD WELFARE TCM - FUND 1 (HOPE, PACE, STEPS, DVRT, EA)**

REVENUES	214,232	212,875	(1,357)	856,928	850,146	(6,782)	2,570,785	33.07%
EXPENDITURES	<u>182,924</u>	<u>159,771</u>	<u>23,152</u>	<u>731,694</u>	<u>666,057</u>	<u>65,637</u>	<u>2,195,082</u>	30.34%
GAIN (LOSS)	31,309	53,104	21,795	125,234	184,089	58,855	375,703	
LESS ADMIN SHARE	<u>(21,693)</u>	<u>(19,657)</u>	<u>2,036</u>	<u>(86,770)</u>	<u>(81,076)</u>	<u>5,695</u>	<u>(260,311)</u>	
NET GAIN (LOSS)	<u>9,616</u>	<u>33,447</u>	<u>23,831</u>	<u>38,464</u>	<u>103,013</u>	<u>64,549</u>	<u>115,391</u>	

**FATHER PROJECT (FP - FUND 1)**

REVENUES	19,271	10,400	(8,871)	77,083	63,600	(13,483)	231,250	27.50%
EXPENDITURES	<u>16,249</u>	<u>15,506</u>	<u>743</u>	<u>64,996</u>	<u>58,505</u>	<u>6,491</u>	<u>194,988</u>	30.00%
GAIN (LOSS)	3,022	(5,106)	(8,128)	12,087	5,095	(6,993)	36,262	
LESS ADMIN SHARE	<u>(1,927)</u>	<u>(1,908)</u>	<u>19</u>	<u>(7,708)</u>	<u>(7,122)</u>	<u>586</u>	<u>(23,123)</u>	
NET GAIN (LOSS)	<u>1,095</u>	<u>(7,014)</u>	<u>(8,108)</u>	<u>4,379</u>	<u>(2,027)</u>	<u>(6,406)</u>	<u>13,139</u>	

**FAMILY ADVOCACY IN RECOVERY & RESTORATION (FARR - FUND 1)**

REVENUES	37,436	39,742	2,305	149,745	60,800	(88,945)	449,235	13.53%
EXPENDITURES	<u>31,811</u>	<u>31,725</u>	<u>86</u>	<u>127,245</u>	<u>111,110</u>	<u>16,135</u>	<u>381,736</u>	29.11%
GAIN (LOSS)	5,625	8,016	2,392	22,500	(50,310)	(72,809)	67,499	
LESS ADMIN SHARE	<u>(3,772)</u>	<u>(3,903)</u>	<u>(131)</u>	<u>(15,090)</u>	<u>(13,525)</u>	<u>1,565</u>	<u>(45,269)</u>	

**FAMILY SERVICE ROCHESTER, INC.**  
**MONTHLY/ YTD FINANCIAL SUMMARY**  
 April 30, 2022



Target % YTD: 33%

	CURRENT MONTH			YEAR TO DATE			2022	PERCENT
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	BUDGET	USED
NET GAIN (LOSS)	<u>1,852</u>	<u>4,113</u>	<u>2,261</u>	<u>7,410</u>	<u>(63,835)</u>	<u>(71,244)</u>	<u>22,229</u>	
<b>FAMILY INVOLVEMENT STRATEGIES (FIS) - FUND 1</b>								
REVENUES	101,111	107,076	5,965	404,443	411,463	7,020	1,213,329	33.91%
EXPENDITURES	<u>84,347</u>	<u>66,807</u>	<u>17,539</u>	<u>337,387</u>	<u>293,632</u>	<u>43,755</u>	<u>1,012,160</u>	29.01%
GAIN (LOSS)	16,764	40,268	23,504	67,056	117,832	50,775	201,169	
LESS ADMIN SHARE	<u>(10,003)</u>	<u>(8,219)</u>	<u>1,783</u>	<u>(40,010)</u>	<u>(35,742)</u>	<u>4,268</u>	<u>(120,030)</u>	
NET GAIN (LOSS)	<u>6,762</u>	<u>32,049</u>	<u>25,287</u>	<u>27,046</u>	<u>82,089</u>	<u>55,043</u>	<u>81,139</u>	
<b>YBH TCM- FUND 1</b>								
REVENUES	78,204	86,248	8,044	312,817	318,684	5,867	938,451	33.96%
EXPENDITURES	<u>63,857</u>	<u>57,030</u>	<u>6,827</u>	<u>255,428</u>	<u>233,553</u>	<u>21,876</u>	<u>766,285</u>	30.48%
GAIN (LOSS)	14,347	29,218	14,871	57,389	85,132	27,743	172,166	
LESS ADMIN SHARE	<u>(7,573)</u>	<u>(7,017)</u>	<u>556</u>	<u>(30,291)</u>	<u>(28,429)</u>	<u>1,862</u>	<u>(90,872)</u>	
NET GAIN (LOSS)	<u>6,774</u>	<u>22,202</u>	<u>15,427</u>	<u>27,098</u>	<u>56,703</u>	<u>29,605</u>	<u>81,294</u>	
<b>FAMILY ACCESS CTR - FUND 1</b>								
REVENUES	38,100	42,945	4,845	152,399	159,119	6,720	457,198	34.80%
EXPENDITURES	<u>32,779</u>	<u>27,708</u>	<u>5,071</u>	<u>131,116</u>	<u>120,809</u>	<u>10,307</u>	<u>393,348</u>	30.71%
GAIN (LOSS)	5,321	15,237	9,916	21,283	38,311	17,028	63,850	
LESS ADMIN SHARE	<u>(3,887)</u>	<u>(3,409)</u>	<u>478</u>	<u>(15,549)</u>	<u>(14,705)</u>	<u>843</u>	<u>(46,646)</u>	
NET GAIN (LOSS)	<u>1,434</u>	<u>11,828</u>	<u>10,394</u>	<u>5,734</u>	<u>23,605</u>	<u>17,871</u>	<u>17,204</u>	
<b>GUIDING PARTNERS TO SOLUTIONS - OLMSTED COUNTY - FUND 1</b>								
REVENUES	32,080	31,020	(1,060)	128,320	124,516	(3,803)	384,959	32.35%
EXPENDITURES	<u>24,399</u>	<u>21,752</u>	<u>2,647</u>	<u>97,596</u>	<u>86,895</u>	<u>10,701</u>	<u>292,787</u>	29.68%
GAIN (LOSS)	7,681	9,269	1,588	30,724	37,621	6,898	92,172	
LESS ADMIN SHARE	<u>(2,893)</u>	<u>(2,676)</u>	<u>217</u>	<u>(11,574)</u>	<u>(10,577)</u>	<u>996</u>	<u>(34,721)</u>	
NET GAIN (LOSS)	<u>4,788</u>	<u>6,593</u>	<u>1,805</u>	<u>19,150</u>	<u>27,044</u>	<u>7,894</u>	<u>57,451</u>	
<b>CHILD WELFARE</b>								
<b>TOTALS</b>	<b>32,320</b>	<b>103,217</b>	<b>70,897</b>	<b>129,282</b>	<b>226,593</b>	<b>97,312</b>	<b>387,847</b>	

**FAMILY SERVICE ROCHESTER, INC.**  
**MONTHLY/ YTD FINANCIAL SUMMARY**  
 April 30, 2022



Target % YTD: 33%

	CURRENT MONTH			YEAR TO DATE			2022	PERCENT
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	BUDGET	USED
<b>OTHER PROGRAMS</b>								
<b>ADJUSTING ENTRIES - FUND 1</b>								
REVENUES	0	0	0	0	0	0	0	0%
EXPENDITURES	0	149,378	(149,378)	0	149,378	0	0	0%
GAIN (LOSS)	0	(149,378)	(149,378)	0	(149,378)	(149,378)	0	
<b>BEYOND THE YELLOW RIBBON - FUND 1</b>								
REVENUES	305	0	(305)	1,220	0	(1,220)	3,660	0.00%
EXPENDITURES	305	634	(329)	1,220	859	361	3,660	23.48%
GAIN (LOSS)	0	(634)	(634)	0	(859)	(859)	0	
<b>ADMINISTRATION - FUND 2</b>								
REVENUES	0	0	0	0	0	0	0	0.00%
EXPENDITURES	0	0	0	0	0	0	0	0.00%
GAIN (LOSS)	0	0	0	0	0	0	0	
<b>MEALS ON WHEELS - FUND 2</b>								
REVENUES	0	11	11	0	31	31	0	0.00%
EXPENDITURES	2,500	(146,878)	149,378	10,000	(139,378)	149,378	30,000	-464.59%
GAIN (LOSS)	(2,500)	146,889	149,389	(10,000)	139,409	149,409	(30,000)	
<b>UNITED WAY PLEDGES TEMP RESTRICTED</b>								
REVENUES	0	(23,570)	(23,570)	0	(94,020)	(94,020)	0	0.00%
EXPENDITURES	0	0	0	0	0	0	0	0.00%
GAIN (LOSS)	0	(23,570)	(23,570)	0	(94,020)	(94,020)	0	
TOTAL FUND 1	33,733	(3,885)	(37,618)	134,931	316,713	181,782	404,798	78.24%
TOTAL FUND 2	(2,500)	123,320	125,820	(10,000)	45,389	55,389	(30,000)	-151.30%
<b>GRAND TOTAL</b>	<b>31,233</b>	<b>119,435</b>	<b>88,202</b>	<b>124,931</b>	<b>362,102</b>	<b>237,171</b>	<b>374,798</b>	<b>96.61%</b>

# Family Service Rochester, Inc.

## Consolidated Balance Sheet

All Funds

April 30, 2022



Acct Name	2022	2021
<b>ASSETS:</b>		
Cash In Bank - Checking	1,170,613.47	1,660,191.64
Cash In Bank - Savings	3,007,026.77	4,041,437.51
Petty Cash	650.00	650.00
Temporarily Restricted Cash	198.47	3,886.04
Accounts Receivable	1,125,091.68	1,094,324.12
Pledges Receivable	53,324.00	55,122.00
Allowance for Doubtful Accounts	(32,000.00)	(32,000.00)
Prepaid Expenses	45,129.10	47,082.80
Suspense	(5,025.44)	(2,138.99)
Investments	3,442,691.55	955,800.08
Loss/Gain on Investment	(157,985.69)	-
Interest in Petersen Trust	612,650.82	614,458.82
Land	639,800.00	639,800.00
Building	1,516,646.94	1,516,646.94
Building Improvements	1,128,421.75	1,128,421.75
Accum Depr Building & Building Improve	(309,554.88)	(235,283.40)
Automobiles	46,852.65	46,852.65
Furniture and Fixtures	300,752.69	295,752.69
Accum Depr and Amort	(251,846.74)	(213,552.06)
<b>Total Assets</b>	<b>\$12,333,437.14</b>	<b>\$11,617,452.59</b>
<b>LIABILITIES AND FUND BALANCES:</b>		
<b>Current Liabilities</b>		
Accounts Payable	49,500.97	32,718.68
Current Loans Payable	-	-
Accrued Salaries and Payroll Taxes	126,460.75	117,516.92
Other Withholdings	6,458.37	6,263.10
Deferred Revenue	366,303.74	281,118.70
Accrued Vacations	280,593.39	293,406.10
Unapplied Payments	60,301.79	93,383.63
<b>Total Current Liabilities &amp; Deferred Revenues</b>	<b>\$ 889,619.01</b>	<b>\$ 824,407.13</b>
<b>Long Term Liabilities</b>		
<b>Total Liabilities &amp; Deferred Revenues</b>	<b>\$ 889,619.01</b>	<b>\$ 824,407.13</b>
<b>Fund Balances</b>		
Fund Balance - Unrestricted	10,336,071.96	9,274,852.52
Fund Balance - Restricted	900,524.55	927,153.26
Fund Balance - Unrealized Gain/Loss in Investments	(154,880.08)	-
Gain (Loss) Year To Date	362,101.70	591,039.68
<b>Total Fund Balances</b>	<b>\$11,443,818.13</b>	<b>\$10,793,045.46</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$12,333,437.14</b>	<b>\$11,617,452.59</b>

## Policy Change Summary

### Policy #305 Holidays (proposed change)

Summary: Allows for part-time employees in professional or support roles to receive pro-rated Holiday Pay

### Policy #315 Paid Time Off (PTO) (proposed change)

Summary: Accrual rates stay the same/accrual intervals by years of service change/PTO Cap policy changes/PTO accrual and usage after 1<sup>st</sup> day of employment rather than a 30 day wait period/Allows for part-time employees to accrue PTO

#### Current PTO accrual Policy:

- Upon initial eligibility the employee is entitled to 6.92 PTO hours for every 80 hours worked.
- After 3 years of eligible service the employee is entitled to 7.85 PTO hours for every 80 hours worked
- After 8 years of eligible service the employee is entitled 8.77 PTO hours for every 80 hours worked
- After 19 years eligible service the employee is entitled to 9.69 hours of PTO for every 80 hours worked

#### Proposed PTO accrual Policy

- Upon initial eligibility the employee is entitled to 6.92 PTO hours for every 80 hours worked.
- After 3 years of eligible service the employee is entitled to 7.85 PTO hours for every 80 hours worked.
- After 6 years of eligible service the employee is entitled to 8.77 PTO hours for every 80 hours worked.
- After 9 years of eligible service the employee is entitled to 9.69 PTO hours for every 80 hours worked.

### CURRENT PTO Cap Policy

Years	Rate	Maximum	Earned per year
1	6.92	150	180
3	7.85	160	205
8	8.77	170	229
19	9.69	180	252

## PROPOSED PTO Cap Policy

Years	Rate	Maximum	Earned per year
1	6.92	180	180
3	7.85	205	205
6	8.77	229	229
9	9.69	252	252

### Policy #405 Employment Termination

Additional Language Added: While you are not obligated to give FSR notice before resigning, in order to be eligible to receive payout of accrued PTO, we require that exempt employees provide a minimum of a 30 day notice and non-exempt employees provide a minimum of a 2 week notice.





## **Family Service Rochester**

### **Employee Handbook**

#### **405 Employment Termination**

Effective Date: 1/1/12

Revision Date: 5/25/22

Termination of employment is an inevitable part of personnel activity within any agency, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- \* Resignation - voluntary employment termination initiated by an employee.
- \* Discharge - involuntary employment termination initiated by the agency.
- \* Layoff/Reduction in Work Force - involuntary employment termination initiated by the agency for non-disciplinary reasons.

Since employment with FSR is based on mutual consent, both the employee and FSR have the right to terminate employment at will, with or without cause, at any time. Employees wishing to voluntarily resign their position may do so by informing their supervisor and Human Resources in writing.

While you are not obligated to give FSR an advance notice before resigning, in order to be eligible to receive payout of accrued PTO, we require that exempt employees provide a minimum of a 30-day notice and non-exempt employees provide a minimum of a 2-week notice.

The effective date of the resignation is considered the last day the employee is physically on the job and cannot be extended by the use of such benefits such as PTO (Paid Time Off) or holiday.

FSR will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, or the return of FSR-owned property. Suggestions, concerns, and questions can also be voiced.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that



---

may be continued and of the terms, conditions, and limitations of such continuance.

Employees will receive their final pay in accordance with state law.



---

## **Family Service Rochester**

### **Employee Handbook**

### **315 Paid Time Off (PTO)**

Effective Date: 01/01/2016

Revision Date: 05/25/2022

Paid Time Off (PTO) is an all-purpose time-off policy for eligible employees to use for vacation, illness or injury, bereavement leave, and personal business. It combines traditional vacation, sick and bereavement leave plans into one flexible, paid time-off policy. Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy:

- \* Regular full-time employees
- \* Regular part-time, benefit eligible employees

The PTO accrual begins on the 1st day of employment with Family Service Rochester. Employees may request the use of earned PTO once they have a positive balance. Once employees enter an eligible employment classification, they begin to earn PTO according to the schedule below.

#### Regular Full-time employees (exempt and non-exempt):

\*Upon initial eligibility the employee is entitled to 6.92 PTO hours for every 80 hours worked.

\*After 3 years of eligible service the employee is entitled to 7.85 PTO hours for every 80 hours worked.

\*After 6 years of eligible service the employee is entitled to 8.77 PTO hours for every 80 hours worked.

\*After 9 years of eligible service the employee is entitled to 9.69 PTO hours for every 80 hours worked.

#### Regular Part-time Benefit Eligible employees (exempt or non-exempt status):

Part-time employees, hired to work a minimum of 16 hours per week, but less than 40 hours per week in Professional or Support employment classification will be eligible to earn PTO on a pro-rated basis.

\*The earning rate and maximum balance will be pro-rated according to their full-time equivalent status rounded up to the nearest quarter hour, not to exceed the benefit granted for one full-time equivalent employee status.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn PTO. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)



## **Family Service Rochester**

### **Employee Handbook**

#### **315 Paid Time Off (PTO) – continued**

PTO can be used in minimum increments of one-quarter hour. Employees who have an unexpected need to be absent from work should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of unexpected absence.

Employees should request advance approval from their supervisors for planned scheduled PTO leave of absences. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

In an event of an extended illness (a week or more), the supervisor may require a physician's statement to verify the need for the continued absence and to specify a date when the employee may return to employment safely and resume their duties.

PTO is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation. Employees are expected to use earned PTO hours prior to any request for unpaid time off. Transfer of PTO hours between FSR employees is not permitted.

The agency will follow an "anytime maximum" schedule for unused PTO hours. Employees may carry a balance of PTO hours according to the schedule below. If an employee reaches their "anytime maximum" balance, they may not continue to accrue PTO hours until the balance falls below the maximum hours listed below.

#### Regular Full-time employees (exempt or non-exempt status):

- \*Upon initial eligibility the employee's PTO maximum cannot exceed 180 hours.
- \*After 3 years of eligible service the employee's PTO maximum cannot exceed 205 hours.
- \*After 6 years of eligible service the employee's PTO maximum cannot exceed 229 hours
- \*After 9 years of eligible service the employee's PTO maximum cannot exceed 252 hours.

#### Regular Part-time Benefit Eligible employees (exempt or non-exempt status):

Part-time employee anytime balances cannot exceed the pro-rated accrual equivalency

Upon resignation from Family Service Rochester, with proper notice, employees will be paid out for all accrued PTO.



# ***Family Service Rochester***

## **Employee Handbook**

### **305 Holidays**

Effective Date: 07/26/17

Revision Date: 5/25/2022

FSR will grant holiday time off to all employees on the holidays listed below:

- \* New Year's Day (January 1)
- \* Martin Luther King, Jr. Day (third Monday in January)
- \* Presidents' Day (third Monday in February)
- \* Memorial Day (last Monday in May)
- \* Juneteenth (June 19)
- \* Independence Day (July 4)
- \* Labor Day (first Monday in September)
- \* Veterans' Day (November 11)
- \* Thanksgiving (fourth Thursday in November)
- \* Day after Thanksgiving
- \* Christmas Eve afternoon (December 24)
- \* Christmas (December 25)

A calendar will be given out to employees each year. If a holiday falls on a Saturday or Sunday, an alternate day will be designated.

FSR will grant paid holiday time off to all eligible employees. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday). Eligible employee classification are:

- \* Regular full-time employees
- \* Part-time employees in Professional and Support employment classifications

Part time employees will be paid for holidays at a their regularly hourly rate of pay and based on the average number of hours worked per week in the previous 30 days prior to the holiday.

If a recognized holiday falls during an eligible employee's paid absence (such as Paid Time Off leave), holiday pay will be provided instead of the Paid Time Off benefit that would otherwise have applied.

If a holiday falls on an eligible employee's federally protected leave, holiday time will be paid.



---

If an agency holiday falls on an eligible employee's scheduled day off, another day will be designated by the supervisor as the employee's holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.