

Pioneer Resources Board of Directors
December 5, 2022
Held via zoom
Agenda

Our Mission is to help people with disabilities and seniors attain independence and dignity by creating opportunities for participation in the community.

People in the pursuit of:

- a place to live affordable housing and specialized homes
- a place to learn employment, ABA and training programs
- a way to get there transportation services
- a place to grow and play camping and recreation programs

12:00	1.	Call to order and establish a quorum.		
12:03	2.	Minutes of Nov. 7, 2022 approval	Enclosed	Action
12:05	3.	Mission Moment	Enclosed	Information
12:10	4.	Financial Report for November	Enclosed	Information
12:15	5.	Strategic Plan Updates a. Supervisors Input on meeting mission	To be shared	Jill
12:25	6.	Fund Development Directors Report	To be Shared	Rachel Gorman
12:45	7.	Debt Pioneer House owed to Pioneer Resources Update	To be shared	Information
	8.	CEO Report / updates on Wesley construction	To be shared	Information
1:00	9.	Adjourn		

Next board meeting: Monday January 9, 2023
via zoom only

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Abbreviations

ABA= Applied Behavior Analysis- therapy for children/ young adults diagnosed with Autism

BAT= Behavior Analyst Technicians- the direct support staff that provide ABA services

BCBA= Board Certified Behavior Analysts- the main clinical staff in an ABA program that is required in order to perform this therapy.

CLS= Community living support services (a Medicaid funded service)

CMH= Community Mental Health (locally ours is HealthWest)

DSP= Direct Support Professionals- a common term for most of the direct care staff that work directly with individuals with disabilities

LRE= Lakeshore Regional Entity is the PHIP in our area and is one of the 10 PHIP'S in the state

MDOT= Michigan Department of Transportation- whom we receive funding from for capital expenses of the vehicles in our fleet as well as some service dollars

MRS= Michigan Rehabilitative Services

PACE= Programs of All-inclusive Care for the Elderly – a Medicaid and Medicare funded program

PHIP= Prepaid Inpatient Health Plan- one of 10 entities that obtain the Medicaid dollars from the state and then filter these dollars to the Community Mental Health Agencies.

Pioneer Resources Board ~ Minutes

Monday, November 7, 2022

12 Noon

Wesley Campus, Building B

Present: Marc Langeland, Willie Minor, Mary Beth Ramos, Michael Poulin, Shannon DeLora, Mike Weessies, Heidi Gras

Staff: Jill Bonthuis, Bridgette Zappacosta, Karen Breitenbach

Absent: Margaret O'Toole, Mary McDonald, Michael Rykse, Jim Redder, Amanda Van Tubergen, Nicole Osborn

1. Call to order and establish a quorum. Review mission and vision.
Sherriff Poulin read our mission and vision aloud for us. Cory Mitchell's resignation from the board is noted, members now number 13 total; thus a quorum is present and noted as of 12:08pm.
2. Minutes of October 3, 2022
Willie Minor motioned to approve the minutes from October, seconded by Heidi Gras. All in favor, none opposed, motion carried. Minutes to be placed on file.
3. Finance Quarterly Report / Draft Year End
Bridgette presented the financial reports with a time for questions and discussion.
4. HR Quarterly report
Jill shared a brief HR report with a time for questions and discussion.
5. Strategic Goals Update
Provided in the board packet for review.
6. Committee Reports
 - a. Fund Development Committee
Information only, no actions to present
 - b. Finance committee
Information only, no actions to present
7. New Business
 - a. Mission Moment
Mission moment shared about the Lysol wipes from United Way..
 - b. Mary McDonald leave from Board, Nicole Osborn maternity leave
After board discussion, no change in policies needed at this time, these members will be counted absent and included in member total for the sake of a quorum.
 - c. Policy review changes
Action: Approval of the presented changes to employee handbook/policies.
These were provided in the board packet and in the presentation.

Michael Poulin motioned to approve the handbook policy changes as presented, seconded by Willie Minor. All in favor, none opposed, motion passed.

d. Employee survey results

Jill presented these results with a time for questions and discussion. These were presented in the board packet as well.

e. Audit engagement letter

Letter available in the board packet.

Mike Weessies motioned to sign the letter of engagement with Brickley Delong, seconded by Michael Poulin. All in favor, none opposed, motion carried.

f. Advocacy efforts needed

Jill shared a reminder to contact your legislator opposing the proposal to integrate behavioral health services and physical health services. Watch your email for more information from Jill on how to advocate for this.

g. 2023 board meeting schedule

The board schedule for next year is shared; outlook invites will be sent out in the next few weeks.

8. Management Report

Most of these items were shared earlier.

9. Adjourn at 12:50pm. Next Meeting, Dec 5th, on Zoom.

We held an advisory committee meeting for our LARC program to brainstorm ideas for future programming. I ended the meeting with "what is your favorite thing about LARC?" They were creative and thoughtful with their answers!

Going Places

Takes my stress away

Parties

Get to be with my friends

Makes me happy

Traveling

Love the comraderie the program has created

Pioneer Resources, Inc.
Investments at a Glance
As of October 2022

Market Investments

	Beginning Market Value	Contributions	Withdrawals	Income Interest, Dividends, Realized Gain(Loss)	Loan Payments	Fees/Expenses	Accrued Interest	Capital Appreciation (Reduction)	Ending Market Value
<i>Cash Equivalents</i>									
UBS Bank USA Acct DC 95769 55	602.55	-	-	568.44	-	-	-	-	1,170.99
UBS Fixed CDs Acct DC 95769 55	1,499,828.40	-	-	-	-	-	2,743.61	502.79	1,503,074.80
UBS Bank USA Acct DC 95070 55	6,926.28	-	(1,148.95)	1,257.71	-	(2,613.60)	-	-	4,421.44
ChoiceOne Money Market	725,312.83	-	-	259.32	-	-	-	-	725,572.15
Total	2,232,670.06	-	(1,148.95)	2,085.47	-	(2,613.60)	2,743.61	502.79	2,234,239.38
<i>Investments</i>									
UBS 95769 55 - Fixed Income	-	-	-	-	-	-	-	-	-
UBS 95769 55 - Cash Alternatives	-	-	-	-	-	-	-	-	-
UBS 95070 55 - Fixed Income	410,300.13	1,045.94	-	-	-	-	-	(3,076.48)	408,269.59
UBS 95070 55 - Other	30,402.14	103.01	-	-	-	-	-	922.72	31,427.87
UBS 95070 55 - Equities	566,163.82	-	-	-	-	(0.24)	-	46,495.81	612,659.39
Total	1,006,866.09	1,148.95	-	-	-	(0.24)	-	44,342.05	1,052,356.85
Total Non-Real Estate Investments	3,239,536.15	1,148.95	(1,148.95)	2,085.47	-	(2,613.84)	2,743.61	44,844.84	3,286,596.23
Total at UBS	2,450,040.19								2,561,024.08

Real Estate Investments

	Acquisition Date	Market Value	Beginning Loan Balance	Loan Payments	Interest Expense	Ending Loan Balance	Net Investment Value
Gretchen's Place	9/30/2011	215,000.00	-	-	-	-	215,000.00
Sheridan Home	3/31/1998	225,000.00	-	-	-	-	225,000.00
Whispering Oaks		220,000.00	-	-	-	-	220,000.00
Marcoux Home	6/27/2017	230,000.00	-	-	-	-	230,000.00
Lawrence Home	6/27/2017	210,000.00	-	-	-	-	210,000.00
1175 Wesley Bld B		525,000.00	-	-	-	-	525,000.00
1145 Wesley Bld A, D, & C		500,000.00	-	-	-	-	500,000.00
1700 Sheridan Transportation Bld		575,000.00	-	-	-	-	575,000.00
Riverwood Home	7/27/2018	250,000.00	-	-	-	-	250,000.00
Ruddiman Home	7/27/2018	275,000.00	-	-	-	-	275,000.00
Mill Iron Home		290,000.00	-	-	-	-	290,000.00
		3,515,000.00	-	-	-	-	3,515,000.00

Total Investments 6,801,596.23

Pioneer Resources

Balance Sheet

October 2022

	10/31/2022	9/30/2022	Change
Assets			
Cash			
Petty Cash	1,100	1,100	-
Cash - Operating	1,674,079	1,212,052	462,027
UBS	2,561,024	2,514,223	46,801
ChoiceOne	725,572	725,313	259
Total Cash	4,961,776	4,452,688	509,088
Accounts Receivable			
Accounts Receivable	1,665,702	2,024,810	(359,108)
Total Accounts Receivable	1,665,702	2,024,810	(359,108)
Inventory			
Food Inventory	30,795	30,795	-
Inventory	75,489	75,489	-
Total Inventory	106,284	106,284	-
Intercompany Receivables			
Due To & From Pioneer House	311,883	288,909	22,974
Due to & From Pioneer Arbour	10,863	8,700	2,163
Due To & From Jarman Street	13,056	11,221	1,835
Total Intercompany Receivables	335,802	308,830	26,972
Prepaid Expenses			
Prepaid Expenses	143,877	139,144	4,733
Security Deposits	1,350	1,350	-
Total Prepaid Expenses	145,227	140,494	4,733
Fixed Assets			
Land	330,020	330,020	-
Building	4,782,915	4,782,915	-
Less: Building - Accumulated Depreciation	(2,102,545)	(2,088,619)	(13,927)
Leasehold Improvements	48,996	48,996	-
Less: Leasehold Improvements - Accumulated Depreci	(48,918)	(48,892)	(26)
Building/Remodeling in Progress	677,027	675,487	1,540
Furniture & Fixtures	143,615	143,615	-
Less: Furniture & Fixtures - Accum Depreciation	(114,486)	(114,030)	(455)
Equipment	1,022,412	1,022,412	-
Less: Equipment - Accumulated Depreciation	(992,470)	(990,932)	(1,538)
Vehicles	6,847,074	6,847,675	(601)
Less: Vehicles - Accumulated Depreciation	(4,641,195)	(4,595,148)	(46,047)
Total Fixed Assets	5,952,445	6,013,499	(61,054)
Total Assets	13,167,235	13,046,604	120,631

Liabilities and Fund Balance**Liabilities**

Accounts Payable			
Accounts Payable	87,362	71,057	16,305
Total Accounts Payable	<u>87,362</u>	<u>71,057</u>	<u>16,305</u>
Other Current Liabilities			
Deposits Camp	340	340	-
Gretchen's Place Deposits	1,075	1,075	-
Payroll Liabilities	221,471	195,091	26,380
Total Other Current Liabilities	<u>222,886</u>	<u>196,506</u>	<u>26,380</u>
Long-Term Debt			
Deferred Grant Revenue	669,357	678,041	(8,683)
Total Long-Term Debt	<u>669,357</u>	<u>678,041</u>	<u>(8,683)</u>
Total Liabilities	<u>979,605</u>	<u>945,603</u>	<u>34,002</u>
Fund Balance			
Retained Earnings			
Fund Balance	12,187,630	12,101,001	86,629
Total Fund Balance	<u>12,187,630</u>	<u>12,101,001</u>	<u>86,629</u>
Total Fund Balance	<u>12,187,630</u>	<u>12,101,001</u>	<u>86,629</u>
Total Liabilities and Fund Balance	<u>13,167,235</u>	<u>13,046,604</u>	<u>120,631</u>

Pioneer Resources

Statement of Cash Flows

October 2022

	Actual
CASH FLOWS FROM OPERATING ACTIVITIES	
NET SURPLUS/(DEFICIT) FOR PERIOD	86,628.87
Depreciation	61,992.76
(Increase) Decrease in Accounts Receivable	356,373.51
(Increase) Decrease in Inventory	-
(Increase) Decrease in Intercompany Receivables	(26,971.65)
(Increase) Decrease in Prepaid Expenses	(4,733.11)
Increase (Decrease) in Accounts Payable	16,304.94
Increase (Decrease) in Deposits	-
Increase (Decrease) in Payroll Liabilities	26,370.72
Increase (Decrease) in Deferred Grant Revenue (MDOT)	(8,683.08)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	507,282.96
 CASH FLOWS FROM INVESTING ACTIVITIES	
(Purchases) of Fixed Assets	(939.03)
Accrued Interest	2,743.61
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	1,804.58
 NET INCREASE/(DECREASE) IN CASH	509,087.54
 CASH AND CASH EQUIVALENTS AS OF 10/1/2022	\$4,452,688.04
CASH AND CASH EQUIVALENTS AS OF 10/31/2022	\$4,961,775.58

Pioneer Resources

Monthly Income Statement

October 2022

	Group Homes	Youth Services	Transportation	Senior Services	Program Services	Pioneer Trails
Revenues						
30 - Income From Operations	256,745.34	34,291.89	239,424.11	22,554.58	160,536.93	-
32 - Non-Operating Income	-	-	-	-	-	-
Total Revenues	256,745.34	34,291.89	239,424.11	22,554.58	160,536.93	-
Expenses						
41 - Wage and Fringe	186,599.03	32,855.73	98,415.24	8,354.66	56,043.33	-
50 - Other Non-Compensation Expenses	16,934.66	3,057.81	72,663.62	7,365.01	28,979.41	2,037.55
75a - Non-Operating Expense	-	-	-	-	-	-
75b - Depreciation Expense	5,106.19	-	43,105.22	604.72	6,366.04	1,203.56
80 - Administrative Overhead	51,732.07	6,610.73	16,412.11	2,427.31	25,101.15	2,377.12
Total Expenses	260,371.95	42,524.27	230,596.19	18,751.70	116,489.93	5,618.23
NET SURPLUS/(DEFICIT)	(3,626.61)	(8,232.38)	8,827.92	3,802.88	44,047.00	(5,618.23)

	Administrative	Maintenance	Operations Total	Investments	Fundraising	Total
Revenues						
30 - Income From Operations	2,090.99	1,615.04	717,258.88	44,649.84	-	761,908.72
32 - Non-Operating Income	-	-	-	8,973.50	2,500.00	11,473.50
Total Revenues	2,090.99	1,615.04	717,258.88	53,623.34	2,500.00	773,382.22
Expenses						
41 - Wage and Fringe	38,159.78	16,508.08	436,935.85	-	7,051.37	443,987.22
50 - Other Non-Compensation Expenses	43,639.54	4,639.15	179,316.75	1,890.80	1,060.23	182,267.78
75a - Non-Operating Expense	(9.91)	-	(9.91)	(2,085.47)	-	(2,095.38)
75b - Depreciation Expense	5,730.82	35.18	62,151.73	442.00	-	62,593.73
80 - Administrative Overhead	(85,429.24)	(19,567.37)	(336.12)	-	336.12	(0.00)
Total Expenses	2,090.99	1,615.04	678,058.30	247.33	8,447.72	686,753.35
NET SURPLUS/(DEFICIT)	-	-	39,200.58	53,376.01	(5,947.72)	86,628.87

Pioneer Resources

Year to Date Budget to Actual

October 2022

	Actual	10/01/2022	Budget 10/01/2022	Variance	Variance Percentage		Notes
					(Favorable)	Unfavorable	
Revenues							
Income From Operations							
001 - Group Homes	\$256,745.34		\$260,993.45	\$4,248.11		1.63%	
003 - Youth Services	\$34,291.89		\$54,410.24	\$20,118.35		36.98%	Full time staff moved; participants out COVIDS
004 - Transportation	\$239,424.11		\$229,066.50	(\$10,357.61)		(4.52%)	
005 - Senior Services	\$22,554.58		\$21,978.16	(\$576.42)		(2.62%)	
006 - Vocational Services	\$160,536.93		\$140,982.36	(\$19,554.57)		(13.87%)	
007 - Pioneer Trails	\$0.00		\$16,562.46	\$16,562.46		100.00%	Annualization
008 - Admin,Finance, HR, Marktng/Fun	\$2,090.99		\$3,232.53	\$1,141.54		(100.00%)	
009 - Maintenance	\$1,615.04		\$1,947.94	\$332.90		17.09%	
010 - Investments	\$44,649.84		\$757.98	(\$43,891.86)		(5,790.64%)	UBS performance
011 - Fundraising	\$0.00		\$3,333.33	\$3,333.33		100.00%	Annualization
Total Income From Operations	\$761,908.72		\$733,264.95	(\$28,643.77)		(3.91%)	
Non-Operating Income							
010 - Investments	\$8,973.50		\$0.00	(\$7,984.55)		(100.00%)	
011 - Fundraising	\$2,500.00		\$0.00	(\$6,610.00)		(100.00%)	
Total Non-Operating Income	\$11,473.50		\$0.00	(\$14,594.55)		(100.00%)	
Total Revenues	\$773,382.22		\$733,264.95	(\$43,238.32)		(5.90%)	
Expenses							
Wage and Fringe							
001 - Group Homes	\$186,599.03		\$203,160.34	(\$16,561.31)		(8.15%)	
003 - Youth Services	\$32,855.73		\$42,979.44	(\$10,123.71)		(23.55%)	Full time staff left
004 - Transportation	\$98,415.24		\$115,093.04	(\$16,677.80)		(14.49%)	
005 - Senior Services	\$8,354.66		\$9,187.37	(\$832.71)		(9.06%)	
006 - Vocational Services	\$56,043.33		\$71,765.09	(\$15,721.76)		(21.91%)	Hadn't hired staff yet.
007 - Pioneer Trails	\$0.00		\$5,205.88	(\$5,205.88)		(100.00%)	
008 - Admin,Finance, HR, Marktng/Fun	\$38,159.78		\$45,549.66	(\$7,389.88)		(16.22%)	
009 - Maintenance	\$16,508.08		\$15,469.52	\$1,038.56		6.71%	
011 - Fundraising	\$7,051.37		\$7,544.43	(\$493.06)		(6.54%)	
Total Wage and Fringe	\$443,987.22		\$515,954.77	(\$71,967.55)		(13.95%)	
Other Non-Compensation Expenses							
001 - Group Homes	\$16,934.66		\$18,955.96	(\$2,021.30)		(10.66%)	
003 - Youth Services	\$3,057.81		\$1,257.73	\$1,800.08		143.12%	Computer Purchase (budget annualized)
004 - Transportation	\$72,663.62		\$66,810.77	\$5,852.85		8.76%	
005 - Senior Services	\$7,365.01		\$7,330.92	\$34.09		0.47%	
006 - Vocational Services	\$28,979.41		\$28,958.12	\$21.29		0.07%	
007 - Pioneer Trails	\$2,037.55		\$8,182.28	(\$6,144.73)		(75.10%)	
008 - Admin,Finance, HR	\$43,639.54		\$47,217.31	(\$3,577.77)		(7.58%)	
009 - Maintenance	\$4,639.15		\$2,279.96	\$2,359.19		103.48%	Vehicle Expense
010 - Investments	\$1,890.80		\$0.00	\$1,890.80		#DIV/0!	
011 - Fundraising	\$1,060.23		\$1,594.89	(\$534.66)		(33.52%)	
Total Other Non-Compensation Expenses	\$182,267.78		\$182,587.94	(\$320.16)		(0.18%)	
Non-Operating Income							
008 - Admin,Finance, HR, Marktng/Fun	(\$9.91)		(\$83.34)	(\$73.43)		88.11%	Misc. revenue
010 - Investments	(\$2,085.47)		\$0.00	\$2,085.47		#DIV/0!	
Total Non-Operating Income	(\$2,095.38)		(\$83.34)	\$50,125.69		(60,146.02%)	
Non-Operating Expense							
008 - Admin,Finance, HR, Marktng/Fun	\$0.00		(\$4,766.67)	\$4,766.67		(100.00%)	
Total Non-Operating Expense	\$0.00		(\$4,766.67)	\$4,766.67		(100.00%)	
Depreciation Expense							
001 - Group Homes	\$5,106.19		\$5,047.18	\$59.01		1.17%	
003 - Youth Services	\$0.00		\$0.00	\$0.00		#DIV/0!	
004 - Transportation	\$43,105.22		\$37,049.84	\$6,055.38		16.34%	
005 - Senior Services	\$604.72		\$604.72				
006 - Vocational Services	\$6,366.04		\$6,366.06	(\$0.02)		(0.00%)	
007 - Pioneer Trails	\$1,203.56		\$1,005.00	\$198.56		19.76%	
008 - Admin,Finance, HR, Marktng/Fun	\$5,730.82		\$5,575.06	\$155.76		2.79%	
009 - Maintenance	\$35.18		\$35.17	\$0.01		0.03%	
010 - Investments	\$442.00		\$432.39	\$9.61		2.22%	
Total Depreciation Expense	\$62,593.73		\$56,115.42	\$6,478.31		11.54%	
Administrative Overhead							

001 - Group Homes	\$51,732.07	\$46,272.30	\$5,459.77	11.80%	
003 - Youth Services	\$6,610.73	\$11,480.31	(\$4,869.58)	(42.42%)	
004 - Transportation	\$16,412.11	\$19,693.11	(\$3,281.00)	(16.66%)	
005 - Senior Services	\$2,427.31	\$2,180.40	\$246.91	11.32%	Allocations are based off of staff
006 - Vocational Services	\$25,101.15	\$27,900.36	(\$2,799.21)	(10.03%)	hours for Admin and HR and
007 - Pioneer Trails	\$2,377.12	\$1,951.67	\$425.45	21.80%	revenue for Finance.
008 - Admin, Finance, HR, Marktng/Fun	(\$85,429.24)	(\$95,026.51)	\$9,597.27	(10.10%)	Transportation is also allocated
009 - Maintenance	(\$19,567.37)	(\$15,836.79)	(\$3,730.58)	23.56%	based on vehicles in program
010 - Investments	\$0.00	\$325.58	(\$325.58)	(100.00%)	service.
011 - Fundraising	\$336.12	\$1,058.70	(\$722.58)	(68.25%)	
Total Administrative Overhead	(\$0.00)	(\$0.87)	\$0.87	(100.00%)	
Total Expenses	\$686,753.35	\$749,807.25	(\$10,916.17)	(1.46%)	
NET SURPLUS/(DEFICIT)					
001 - Group Homes	(\$3,626.61)	(\$12,442.33)	\$8,815.72	(70.85%)	
003 - Youth Services	(\$8,232.38)	(\$1,307.24)	(\$6,925.14)	529.75%	
004 - Transportation	\$8,827.92	(\$9,580.26)	\$18,408.18	(192.15%)	
005 - Senior Services	\$3,802.88	\$2,674.75	(\$1,128.13)	(42.18%)	
006 - Vocational Services	\$44,047.00	\$5,992.73	(\$38,054.27)	(635.01%)	
007 - Pioneer Trails	(\$5,618.23)	\$217.63	(\$5,835.86)	(2,681.55%)	Annualization
008 - Admin, Finance, HR, Marktng/Fun	\$0.00	\$0.35	\$0.35	100.00%	
009 - Maintenance	\$0.00	\$0.08	(\$0.08)	(100.00%)	
010 - Investments	\$53,376.01	\$0.01	\$53,376.00	(533,760,000.00%)	UBS up for a change!
011 - Fundraising	(\$5,947.72)	(\$6,864.69)	\$916.97	(13.36%)	
TOTAL NET SURPLUS/(DEFICIT)	\$86,628.87	(\$21,308.97)	\$29,573.74	(138.79%)	