



## Pioneer Resources Board Agenda

Monday, September 11, 2023

Noon

Zoom

Time	Item	Presenter	Action/Info	Strategic Plan Areas
12:00	Mission, Vision, Welcome	Mr. Langeland	Information	
12:02	Call to Order, Establish Quorum, Approve Minutes	Mr. Langeland	Action	
12:05	Mission Moment: ABA	Ms. Bonthuis	Information	
12:06	Youth Services Program	Sharon Maniscalco	Information	
12:16	Committee Reports			
	a) Finance	Mr. Minor / Ms. Zappacosta	Action	
	b) Executive Committee	Mr. Langeland	confidential	
	c) Fund Development	Ms. Bonthuis	Information	No meeting held
12:30	Old Business			
	a) Emeritus Status for Jim Redder		We will invite him to our October meeting	
	b) 403b Audit almost finalized		Information	
	c) Fencing area for buses on Wesley being prepared for gravel, then we can complete the fencing per board approval in		Update on board action	



Time	Item	Presenter	Action/Info	Strategic Plan Areas
	July of additional 18,000 costs			
	d) vehicle purchases update per board actions in July and August		Information	
12:40	New Business			
	a) New meeting schedule and meeting items to start October 1.	Ms. Bonthuis	Enclosed and discussion	
	b) New Admin Building	Ms. Bonthuis	Information	
	c) ABA work group	Ms. Bonthuis	Information	
	d) Strategic Plan Updates	Ms. Bonthuis	Information	
12:50	CEO Updates	Ms. Bonthuis	Information	
	a) Grant Submission		Information	
	b) Partnership with Career Tech Center this year		Information	
	c) Employee Appreciation Event		Information	
1:00	Adjourn Next meeting: October 2 <sup>nd</sup> 1145 Wesley	Mr. Langeland	Information	



## Pioneer Resources Board ~ Minutes

Monday, August 7, 2023

12 Noon (lunch and meeting)

Pioneer Trails

Present: Marc Langeland, Willie Minor, Mary McDonald, Shannon DeLora, Nicole Osborn, Mike Weessies, Amanda Van Tubergen, Heidi Gras

Staff: Jill Bonthuis, Bridgette Zappacosta, Karen Breitenbach

Absent: Mary Beth Ramos, Michael Rykse, Margaret O'Toole, Michael Poulin, Justin Grill

1. Call to order and establish a quorum.  
Meeting called to order at 12:18pm following lunch in the camp dining room. Quorum is present and noted.
2. Approval of minute from previous month  
**Mary McDonald motioned to approve the minutes from July, seconded by Heidi Gras. All in favor, none opposed, motion carried. Minutes to be placed on file.**
3. Financial Report  
Bridgette Zappacosta shared the financial report with a time for questions and discussion.
4. Committee Reports
  - a. Finance Committee  
No actions at this time, information only.
  - b. Personnel Committee
    - i. **Approval of the new positions / increased wages as presented that will be placed in the budget. None in favor, all opposed, motion defeated**
    - ii. **Approval of the new positions and increased wages as outlined in the proposal. The 2023-2024 budget will be based upon the recommendations of the July 2023 personnel committee for board approval. Amanda Van Tubergen motioned to approve this motion, seconded by Willie Minor. All in favor, none opposed, motion carried.**
  - c. Audit Committee  
**Motion to approve the FY 2022 Audit of Pioneer Resources financials inclusive of a single audit. All in favor, none opposed, motion carried.**
5. ERC  
Jill shared with the board an update on the Employee Retention Credit, the work of the LLC and their fee. **Mike Weessies motioned to approve Jill to sign and send payment of \$160, 695.16 and to submit for this funding reimbursement from the CARES ACT. Motion seconded by Mary McDonald. All in favor, none opposed, motion carried.**

6. New Business
  - a. Jill reviewed a few strategic plan updates before the board went into executive session.
7. Board entered executive session at 1:22pm.  
Executive session and meeting adjourned at 1:33pm.



## **Pioneer Resources Board ~ Minutes executive session**

Monday, August 7, 2023

12 Noon (lunch and meeting)

Pioneer Trails

Present: Marc Langeland, Willie Minor, Mary McDonald, Shannon DeLora, Nicole Osborn, Mike Weessies, Amanda Van Tubergen, Heidi Gras

Absent: Mary Beth Ramos, Michael Rykse, Margaret O'Toole, Michael Poulin, Justin Grill

1. Motion was made by Mike Weessies with support from Amanda Van Tubergen to enter into executive session at 1:22pm. Motion passed.
2. The Executive Meeting Minutes from 7/20/23 and the meeting that took place via e-mail beginning 8/2/23, were presented and discussed.
3. A motion was made by Mike Weessies with support from Amanda Van Tubergen to approve the Executive Meeting minutes dated 7/20/23 and 8/2/203, including all corresponding actions contained in them. Motion passed unanimously.
4. Executive session and Board meeting adjourned at 1:33pm.

Respectfully submitted,  
Marc Langeland



## Finance Committee ~ Minutes

Wednesday, September 6, 2023

7:30am

Zoom

Present: Marc Langeland, Willie Minor, Mary Beth Ramos

Staff: Jill Bonthuis, Bridgette, Zappacosta, Karen Breitenbach

Absent: Allen Winslow

1. Call to order and establish a quorum  
Meeting called to order at 7:32am. Quorum is present and noted.
2. Approval of minute from previous month  
**Mary Beth motioned to approve the minutes from August 2023, seconded by Marc Langeland. All in favor, none opposed, motioned carried.**
3. Old / New Business
  - a. UBS Financial Review  
Rob presented our investment report with a time for questions and discussion.
  - b. 2023-2024 Budget
    - i. Income Statement
    - ii. Statement of Cash Flow (Capital)
    - iii. Endowment FundingBridgette shared the budget, including the income statement, statement of cash flow, and endowment funding, with a time for questions and discussion.
    - **Marc Langeland motioned to create an ad hoc committee to provide a suggested direction for Youth Services by March 2024. Motion seconded by Mary Ramos. All in favor, none opposed, motion carried.**
    - **Mary Beth Ramos motioned to approve the 2023-2024 FY Budget as presented, seconded by Marc Langeland. All in favor, none opposed, motion carried.**
  - c. AMBUCS, EWP Proposal  
This was shared in the committee packet. Bridgette and Jill shared this proposal / idea with the committee, with a time for questions and discussion.
4. Financial Report for July  
This was shared in the committee packet.

5. Adjourn

Meeting adjourned at 8:47am

Next meeting on September 27, 2023

# Pioneer Resources Income Statement

October 2023- September 2024 Budget

	Group Homes	Youth Services	Transportation	Senior Services	Program Services	Pioneer Trails
<b>Revenues</b>						
Income from Donations and Fundraising	-	1,890.00	-	-	3,559.28	7,010.00
Income From Grants	-	-	404,999.00	-	-	5,000.00
Income from Operations	3,320,859.99	570,195.66	3,114,936.89	218,334.64	2,477,096.68	166,235.52
Investment and Other Non-Operating Revenue	-	-	-	-	-	-
<b>Total Revenues</b>	<b>3,320,859.99</b>	<b>572,085.66</b>	<b>3,519,935.89</b>	<b>218,334.64</b>	<b>2,480,655.96</b>	<b>178,245.52</b>
<b>Expenses</b>						
Wages and Benefits	2,480,499.43	586,024.19	1,891,152.55	110,000.58	1,228,342.97	87,575.10
Staff Development and Appreciation	19,720.00	2,300.00	12,284.34	5,939.64	18,397.21	2,050.00
Building and Related Expenses	211,412.97	153,548.06	127,668.63	4,806.44	207,711.23	34,572.04
Program Expenses	39,880.00	10,711.91	21,613.85	39,260.00	25,216.12	68,815.54
Vehicles and Transportation	41,103.24	2,129.18	558,797.07	13,550.63	266,517.09	8,213.24
Technology Costs	38,378.70	8,233.04	126,214.43	3,400.30	32,435.95	3,500.00
Other Expenses	-	53.09	5,386.89	1,000.00	14.81	-
Depreciation	73,034.93	-	408,857.63	7,256.73	76,524.20	7,429.27
Administration Allocation	408,603.77	84,753.92	335,574.20	27,179.02	214,489.79	15,335.63
<b>Total Expenses</b>	<b>3,312,633.04</b>	<b>847,753.39</b>	<b>3,487,549.59</b>	<b>212,393.34</b>	<b>2,069,649.37</b>	<b>227,490.82</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>8,226.95</b>	<b>*(275,667.73)</b>	<b>32,386.30</b>	<b>5,941.30</b>	<b>411,006.59</b>	<b>(49,245.30)</b>

\* See notes on New Business -Section C

	Administrative	Maintenance	Operations Total	Investments	Fundraising	Total
<b>Revenues</b>						
Income from Donations and Fundraising	-	-	12,459.28	-	83,000.00	95,459.28
Income From Grants	-	-	409,999.00	-	-	409,999.00
Income from Operations	45,614.00	24,357.02	9,937,630.40	-	-	9,937,630.40
Investment and Other Non-Operating Revenue	2,500.00	-	2,500.00	47,119.64	-	49,619.64
<b>Total Revenues</b>	<b>48,114.00</b>	<b>24,357.02</b>	<b>10,362,588.68</b>	<b>47,119.64</b>	<b>83,000.00</b>	<b>10,492,708.32</b>
<b>Expenses</b>						
Wages and Benefits	645,671.10	141,543.16	7,170,809.08	-	17,338.67	7,188,147.75
Staff Development and Appreciation	99,645.17	1,570.00	161,906.36	-	670.00	162,576.36
Building and Related Expenses	(158,933.22)	(154,402.38)	426,383.77	-	-	426,383.77
Program Expenses	121,263.66	100.00	326,861.08	-	15,800.00	342,661.08
Vehicles and Transportation	2,890.00	32,721.67	925,922.12	-	450.00	926,372.12
Technology Costs	221,771.85	2,402.42	436,336.69	-	6,080.00	442,416.69
Other Expenses	55,895.00	-	62,349.79	-	19,450.00	81,799.79
Depreciation	148,157.58	422.15	721,682.49	-	-	721,682.49
Administration Allocation	(1,088,247.14)	-	(2,310.81)	315.11	1,995.70	-
<b>Total Expenses</b>	<b>48,114.00</b>	<b>24,357.02</b>	<b>10,229,940.57</b>	<b>315.11</b>	<b>61,784.37</b>	<b>10,292,040.05</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>-</b>	<b>-</b>	<b>132,648.11</b>	<b>46,804.53</b>	<b>21,215.63</b>	<b>200,668.27</b>



**Pioneer Resources**  
**Statement of Cash Flows**  
October 2023- September 2024 Budget

	<b>Actual</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
NET SURPLUS/(DEFICIT) FOR PERIOD	200,668.27
Depreciation	721,682.49
Specialized Service Miles - Addt. For 2022-2023; received 2023-2024	188,012.00
ERC Revenue Expected to be received 2023-2024	1,606,951.54
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	2,717,314.30
 <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Net (Purchases) of Fixed Assets	
<u>Administrative</u>	
Partial Server Migration of Email	(23,000.00)
	(23,000.00)
<u>Building A</u>	
Floors	(32,000.00)
Paint	(15,000.00)
	(47,000.00)
<u>Camp</u>	
Bathroom Renovation	(200,000.00)
	(200,000.00)
<u>Transportation</u>	
Painting	(18,000.00)
Parking Lot	(12,000.00)
Electric Vehicle Charger and Installation	(10,000.00)
Routing Software Implementation	(83,255.00)
	(123,255.00)
<u>Wesley</u>	
Electric Vehicle Charger and Installation	(4,000.00)
Landscaping	(50,000.00)
Surge Protectors at Each Building	(3,000.00)
Sign for New Site	(30,000.00)
	(87,000.00)
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	(480,255.00)
 <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>	
Payoff Construction Line of Credit/2023 FY Assets to Be Purchased	(3,025,000.00)
NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES	(3,025,000.00)
 <b>NET INCREASE/(DECREASE) IN CASH</b>	 (787,940.70)

**CASH AND CASH EQUIVALENTS AS OF 09/05/2023**

**\$4,520,928.66**

**CASH AND CASH EQUIVALENTS AS OF 09/30/2024**

**\$3,732,987.96**

Four Month Reserve

(3,430,680.02)

***AVAILABLE TO FUND ENDOWMENT***

**\$302,307.94**

Creating an endowment fund for Pioneer Resources is a strategic move to ensure the organization's long-term financial stability and sustainability while pursuing its mission. Here are the key steps and considerations for establishing such a fund:

1. **Mission and Vision Alignment:** Ensure that the endowment fund's objectives align with Pioneer Resources' mission and long-term goals. The fund should support the organization's core values and purposes.
2. **Legal and Financial Structure:** Consult with legal and financial advisors to determine the most suitable legal structure for the endowment fund, such as a trust, foundation, or a donor-advised fund. This structure will affect tax implications, governance, and investment options.
3. **Board and Governance:** Establish a dedicated committee or board responsible for overseeing the endowment fund. Their duties may include investment decisions, setting spending policies, and ensuring compliance with relevant regulations.
4. **Fundraising Strategy:** Develop a comprehensive fundraising strategy to solicit donations and contributions from individuals, foundations, and potentially corporate partners. Consider naming opportunities for major donors or contributors.
5. **Gift Acceptance Policy:** Create clear guidelines for accepting contributions to the endowment fund. Specify the types of assets (cash, stocks, real estate, etc.) the organization will accept and any restrictions on gifts.
6. **Investment Strategy:** Develop an investment policy statement that outlines how the endowment fund's assets will be invested to achieve long-term growth and financial stability. Consider diversifying investments to mitigate risks.
7. **Spending Policy:** Establish a spending policy that determines how much of the endowment's earnings can be used to support Pioneer Resources' operations while preserving the principal. Common spending policies include a fixed percentage of the fund's total value or a rolling average of the fund's market value.
8. **Transparency and Reporting:** Communicate transparently with donors and stakeholders about the endowment fund's performance, spending, and impact. Regularly update them on the fund's progress toward its goals.
9. **Legal Compliance:** Ensure that the endowment fund complies with all relevant laws and regulations, including tax requirements for nonprofit organizations.
10. **Professional Guidance:** Consider working with experienced professionals, such as financial advisors and legal experts, to navigate the complexities of managing an endowment fund effectively.
11. **Long-Term Perspective:** Keep in mind that endowment funds are intended to provide financial support over many years, if not indefinitely. Adopt a long-term perspective when making investment and spending decisions.

12. **Donor Stewardship:** Cultivate and maintain relationships with donors who contribute to the endowment fund. Recognize their support and keep them engaged in the organization's mission and activities.
13. **Flexibility:** While the fund should be managed with a long-term vision, it should also allow for flexibility to adapt to changing circumstances and opportunities that align with Pioneer Resources' mission.

By carefully planning and executing these steps, Pioneer Resources can establish an endowment fund that will provide the financial security needed to tackle new challenges and seize opportunities while ensuring the organization's mission endures for decades to come.

**2023-2024 Board & Committees Meeting Schedule**

\* indicates an adjustment to the normal schedule due to holiday

All meetings subject to change, please check email/Outlook invites

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
<b>Pioneer Resources Board</b> Monthly, 1 <sup>st</sup> Monday Noon	2 1145 Wesley	6 Zoom	4 Holiday Gathering	8* Zoom	5 1145 Wesley	4 Zoom	1 TBD Retreat?	6 Zoom	3 1145 Wesley	8* Zoom	5 1145 Wesley	9* Zoom
<b>Executive Committee</b> 2 <sup>nd</sup> Friday, Mar/Jul/Oct Noon	13					8				12		
<b>Finance Committee</b> Monthly: 4 <sup>th</sup> Wednesday 7:30am	25	29* UBS	Happy Holidays	24	28 UBS	27	24	22 UBS	26	24	28 UBS	25
<b>Personnel Committee</b> 2 <sup>nd</sup> Thurs, Apr & Oct Noon	12						11					
<b>Governance Committee</b> 3 <sup>rd</sup> Wed of November Noon		15										
<b>Audit Pension</b> 4 <sup>th</sup> Thurs. March & Sept 8:00am						28 Agency Audit						26 403b Audit
<b>Fund Development</b> 2 <sup>nd</sup> Tues, Feb/Mar/Apr/Oct Noon	10				13	12	9					

<b>Pioneer Arbour Board</b> 4 <sup>th</sup> Thurs in Feb/May/Nov Noon		16*			22			23				
<b>Pioneer House Board</b> 2 <sup>nd</sup> Wed in Feb/May/Nov Noon		8			14			8				

## **New Business – Autism Services**

### **Section C:**

In critical review of the proposed budget to come before the board, we acknowledge the Youth Services budget deficit. We seek the board's attention to the following proposal:

On Monday, we will be honored to hear the presentation from Youth Services Director Sharon Maniscalco, which include an overview of our Applied Behavior Analysis (ABA) Services program. This program embodies the core of our organization's mission and values.

**Background:** We can think back to our roots and the pastor at Black Creek Church who looked out over the congregation and noticed a family that did not attend church together. Either the Husband or the Wife would attend on alternating weeks. When the Pastor finally asked the family why they did not come together the father of the family explained. "We have a closet child who cannot sit in church, He has behaviors that can be disrupting to others and he can be loud and one of us needs to be home to care for him while the others attend church." The pastor paused and realized how challenging this must be for the family and so the parish coordinated alternating care for the child with other community members. This is a beautiful representation of COMMUNITY.

When we reflect on our mission statement: Our mission is to help people with disabilities and seniors attain independence and dignity by creating opportunities for participation in the **community**. WE see that support of community is at the heart of our mission, is a dedication to empowering individuals and enhancing their quality of life.

Autism today effects is the fastest growing developmental disability in the U.S., affecting more than five million. In ABA services the therapists provides the support, intervention and therapy to encourage positive behaviors and discourages negative behaviors. The Therapy allows a child diagnosed with Autism to gain independence in school, work or their community.

**The Significance of ABA Services:** ABA services play a pivotal role in the life of the child as well as their family. ABA is a large commitment for a family. The therapy for a young person may consume 15-20 hours a week. The therapy is provided with one staff supporting one child (and at times two staff to one child.) These services have a lasting impact on the lives of the individuals who receive them; they provide language development, foster skills, independence, and an improved quality of life for the child and the family.

**Challenges:** It is essential to acknowledge that our ABA services do not generate a financial surplus. They require dedicated resources, including skilled professionals, equipment, and training, designated building space, many toys to allow learning through play. The state funds Autism services through a Waiver. The rates do not currently meet the cost of the service and state wide, providers are advocating for better funding to support this need.

**Request for Board Support:** We kindly request the endorsement and support of the Board to continue and fortify our mission-focused ABA services. We understand that this may necessitate financial investments and resource allocation without a direct financial yield. However, the non-financial returns, including the profound impact on individuals and the alignment with our mission, far outweigh the financial considerations.

**Proposal Details:**

1. **Continued Funding:** We ask for continued support of agency funds to supplement the Medicaid funds for the program to sustain the ABA services.
2. **Strategic Review:** We ask a committee to meet with us and assist us in the assessments of the service's performance, efficacy, and impact to ensure it remains closely aligned with our mission.
3. **Transparency:** We will provide the Board with transparent and comprehensive reports on the ABA services' operations, achievements, challenges, and ongoing needs.
4. **Efficiency Measures/ community engagement:** We will actively explore opportunities to enhance the operational efficiency of our ABA services, with a focus on cost management and seeking financial support through grants and ongoing advocacy

**Benefits to the Organization:** Supporting our mission-focused ABA services yields several substantial benefits to our organization, including:

- **Reputation Enhancement:** Demonstrates our steadfast commitment to social responsibility and reinforces our reputation as a mission-driven organization.
- **Profound Community Impact:** Empowers us to make a profound and meaningful impact on the lives of individuals and families within our community during a time when their remains to be a waiting list of at least 6 months for a child to receive ABA services.
- **Alignment with Core Values:** Reaffirms our grass roots dedication that started at Black Creek Church in the 1940's, to our core values and mission, instilling a sense of pride among our staff, supporters, and stakeholders.

**Conclusion:** Our ABA services stand as a testament to the core of our organization's mission. Although they may not yield financial surplus, their immeasurable impact on individuals and families provide fulfillment of our mission beyond measure. We humbly request the Board's support to continue and strengthen these services, recognizing that some endeavors are so mission-critical that they transcend traditional financial metrics.