



# SOJOURNER HOUSE MOMS

**MISSION:** To shelter people in recovery and their children to confidently transition into the community.

**Sojourner House MOMS Board Meeting Agenda  
Friday, September 14, 2018**

<b>Agenda</b>	<b>Action</b>	<b>Board Member</b>
Call to Order		Maelene Myers
<ul style="list-style-type: none"> <li>June meeting minutes</li> </ul>	Approval	Maelene Myers
<ul style="list-style-type: none"> <li>The Finance Committee moves to approve July 2018 Financial Statements</li> </ul>	Approval	Christie Smith Matt Lewis
<ul style="list-style-type: none"> <li>Executive Director Report</li> </ul>	Approval	Maelene Myers/ Joann Cyganovich
New business/old business <ul style="list-style-type: none"> <li>Strategic plan review</li> </ul>		Maelene Myers
Adjournment		Maelene Myers

Next meeting: Friday, October 12, 2018



## **MOMS Board Meeting Minutes Friday, June 8, 2018**

**In attendance:** Maelene Myers, Gloria Brown, Gary Cirrincione, Joann Cyganovich, Susan Orr, Matt Lewis, Tammy Thompson,

Call-in: Christie Smith, Staci Flint

Absent: Rev. Sam Ware, Donna Jackson

Call to order: 1:33 p.m.

### **May board minutes:**

Gloria had two corrections:

1. March Financials: 1-1-17 should read 7-1-17.
2. Chad asked for additional MOMS program expenses. We should have explained that Chad Restori is chair of finance committee for both boards, and also serves as treasurer for the SoHo board.

Gary motioned as amended. Staci seconded. Motion carried.

### **2018-19 budget:**

Gary motioned 2018-19 budget. Tammy seconded. Approved.

Board requested one-page budget summary in the future.

### **Executive Director's report:**

**Phase I:** We will receive some flexibility with DHS and CYF funding. We have been able to reallocate funding, but \$55,000 still needed to be raised. Susan asked Pittsburgh Foundation and they gave \$30,000; Shadyside Presbyterian Church gave \$5,000; Southminster Presbyterian Church is giving \$20,000

Matt said start-up costs will be lower.

Gary motioned for staff to proceed with plan. Gloria seconded. Approved.

HUD monitoring audit was perfect. HMS audit was perfect. Kyona is doing a great job.

All residents but one (who relapsed) are on target.

### **Board Retreat:**

Monday, June 18, 5-8p.m., at Kingsley Association. Dinner will be served. SoHo came up with goals to accomplish between 2018 and 2021.

5460 goals are the same.

MOMS goals:

1. Replace HUD funding in all real estate we own.
2. Move families out of MOMS and into independent living. Get them on fast track and move them on.

Both boards will participate, divide into groups and hash out logistics.

**Ad Hoc Sustainability Committee update:**

**Funding:** Phase I will be leased again. The goal is to continue as is. Maelene recommended that in the event that we aren't able to continue supporting the MOMS buildings, we could consider converting into long-term affordable housing (Section 8, preferably) or selling real estate. There's no time limit for this; it's an exit plan if we can't support this program any longer. (We could still own the property, and reap the revenues from it. We could hire a property manager.)

There's no need for the Sustainability sub-committee to meet on a monthly basis.

Motion to approve the aforementioned recommendation: Gary motioned. Gloria seconded. Unanimously approved.

**New business:**

- Staci is offering a monthly I.E.P. Coffee Talk. The next talk is on June 23 at 11 a.m., at 532 North Homewood Ave. Staci will help advocate for children in school. Staci hopes to work with all SoHo and MOMS residents. Staci will find out needs of individual children. Staci could visit 5460 or MOMS, if that's more convenient.
- Next Community Potluck Day at MOMS will take place again on Sunday, July 15, 2-6 p.m. Musicians have volunteered to perform again. MOMS will provide hotdogs.
- Joann reminded board about Strawberry Festival taking place this evening. All proceeds go to Sojourner House.
- Maelene will resign from the board at the end of the year, due to time restrictions. Joann requested that Maelene submit a letter of resignation to Liz and her.
- Gloria motioned to adjourn meeting. Staci seconded. Meeting adjourned at 2:26 p.m.

**Board Retreat:** Monday, June 18 from 5pm to 8pm, at the Kingsley Association, 6435 Frankstown Avenue, Pgh, 15206

**Next meeting:** Friday, July 13 at 1:30 p.m., at ELDI.

**Sojourner House MOMS – September 2018**  
**Executive Director’s report**

**Financials**

July financial statements show operating revenue to expenses to be \$111,571 to \$142,421. Please see the attached financial statements for more detail.

**Development/Fundraising**

- All of the funding has been raised to support the Phase I conversion to Family Support Housing.  
30,000 Pittsburgh Foundation  
20,000 Southminister Presbyterian Church  
5,000 Shadyside Presbyterian Church
- 
- \$55,000 total**

**Phase I Update**

- The Phase I (Family Support Housing) is off to a good start. We began taking the first families in the beginning of August.

**Open Arms Possibility**

We have had discussion at the County level of converting the Open Arms building into Treatment for families. This would be an expansion of the license already held by Sojourner House. The process would involve the following steps:

- Application for expansion through DDAP, ACHDS/CCBHO (the Medicaid dollars are capped through ACDHS/CCBH).
- Zoning application to change from Residential to Mixed Residential (different zones in the immediate area)
- Transfer of properties or lease agreement from MOMS to HOUSE.
- Transfer (or notification) to URA for the loan agreement (scheduled to expire 2024).
- Relocation of current residents at OA to safe, comfortable housing
- Reshaping of one of the apartments into an office/treatment space.
- The County and CCBHO have a soft proposal from us and we are awaiting the response to apply for expansion of our treatment program.

## **HUD Ranking – 18-19 Applications**

The MOMS programs received average to good scoring for the three applications submitted to HUD for 19-20 funding.

- Sankofa ranked 10 out of 69 submissions.
- Open Arms ranked 32 out of 69 submissions.
- Phase II ranked 33 out of 69 submissions.

MOMS Board changes: Maelene Myers, President of MOMS since 2012, has submitted her formal resignation as a MOMS Board member, effective December 31, 2018. She has been a major facilitator in the development of the MOMS programs and a good steward over the years.

The Governance Committee is seeking a replacement.

As always, let me know if you have any questions. Thank you for your hard work and volunteerism!

Respectfully Submitted,

Joann Cyganovich  
Executive Director

**Sojourner House MOMS**  
**Financial Statements Narrative**  
For the period 7/1/18-7/31/18

<b>Income Statement Summary</b>	
Operating Revenues	111,751
Operating Expenses	<u>142,421</u>
Operating Income (Loss)	(30,670)
<u>Depreciation Expense</u>	<u>(22,680)</u>
Net Loss	(53,351)

**General Notes:**

1. The reason for the operating loss in July 2018 is due to recognizing \$50,000 of restricted revenue in FY17/18 from the Pittsburgh Foundation and Southminster church grants. Expenses in FY18/19 will be incurred to offset the \$50,000 in revenue. If these two grants were recognized in July 2018, MOMS would have about \$20,000 in net operating income.
2. The cash balance is up \$250,000 from the same period last year. AR is down \$56,000 and current liabilities are up \$51,000 so the MOMS liquidity between the 3 accounts has increased \$143,000 in July 2018 from July 2017.
3. Another reason for the loss in July is due to the up front expenses incurred to get the new supportive housing program and building updated to be ready to accept women into the program.
4. Expense account 5100 is negative due to the payroll accruals that were made at the end of FY17/18.

**Subsequent Events:**

Management is working on securing another \$150,000 commitment over a 3 year period and also a \$10,000 grant for FY18/19. If MOMS receives the two grants, MOMS will almost have replaced the entire \$151,000 that was lost from the Phase 1 HUD grant.

**Sojourner House MOMS**  
**Balance Sheet Prev Year Comparison**  
**As of July 31, 2018**

	7/31/18	7/31/17	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1000 - Cash	339,373	89,493	249,880
Accounts Receivable			
1200 - Accounts receivable			
Allegheny County D&A	17,226	42,253	(25,027)
All. Co. Ph I and PH II	-	-	-
All. Co. Open Arms & Sankofa	-	-	-
Total 1200 - Accounts receivable	17,226	42,253	(25,027)
1201- Grants Receivable			
1201.1 Grants Rec. Foundations	50,000	-	50,000
1201.2 Grants Receivable - HUD	90,041	145,994	(55,953)
1201.3 Grants Rec MOMs East	119,591	144,570	(24,980)
Total 1201- Grants Receivable	259,632	290,564	(30,933)
Total Receivables	276,858	332,817	(55,960)
Total Other Current Assets	-	-	-
Total Current Assets	616,231	422,310	193,920
Fixed Assets			
1706 Fix Oper Assets Rental Apt	3,034	7,966	(4,932)
1701 Land Imprmts -MOMS Green	16,851	18,681	(1,830)
1702 Buildings - Phase II	1,805,830	1,875,077	(69,246)
1703 Building Improv. Phase II	129,930	119,131	10,799
1704 Other Fixed Assets Ph II	3,584	1,434	2,151
1705 Fix. Oper. Assets-Phase I	941,092	958,767	(17,674)
1710.0 Fixed Assets-Sankofa	1,622,737	1,679,813	(57,077)
1730.0 Fixed Assets Open Arms	657,803	678,869	(21,066)
Total Fixed Assets	5,180,861	5,339,738	(158,876)
<b>TOTAL ASSETS</b>	<b>5,797,092</b>	<b>5,762,048</b>	<b>35,044</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable	10,236	3,946	6,290
Intercompany Payables	147,514	96,492	51,023
Total Current Liabilities	157,750	100,437	57,313
Long Term Liabilities			
2313 Long-term notes & loans payables	3,265,285	3,328,876	(63,591)
Total Liabilities	3,423,035	3,429,313	(6,278)
Equity			
3000 Net Assets	2,427,407	2,349,494	77,914
Net Income	(53,350)	(16,758)	(36,592)
Total Equity	2,374,057	2,332,735	41,322
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,797,092</b>	<b>5,762,048</b>	<b>35,044</b>

**Sojourner House MOMS**  
**Profit Loss Budget vs. Actual**  
**July 2018**

	July '18	Budgeted	\$ Over (Under) Budget
<b>Income:</b>			
4000 Contributions, Support			
4001 Rev from direct contributions	-	292	(292)
4002 Donations & Fundraising Revenue	925	3,500	(2,575)
4003 Rev from Foundation Grants	-	6,167	(6,167)
4004 Revenues from Phase I and Ph II	61,680	55,033	6,647
Total 4000 Contributions, Support	62,605	64,992	(2,386)
4005 MOMS East Revenues	45,687	52,410	(6,723)
4050 Earned revenues			
4052 Program Fee Rev	3,338	-	3,338
4053 Revenue from investments	-	4	(4)
4054 Revenue from other sources	120	-	120
Total 4050 Earned revenues	3,458	4	3,454
<b>Total Income</b>	<b>111,751</b>	<b>117,406</b>	<b>(5,655)</b>
<b>Expense:</b>			
5000 Personnel Exp-Administrati	17,908	18,502	(594)
5100 Personnel Expenses I	(4,114)	11,585	(15,700)
5200 Personnel Expense-Phase II	24,865	13,984	10,881
5300 Other Personnel Expenses	1,212	944	268
5400 Operating Exp Phase II	28,113	14,864	13,249
5450 Scattered Rental Sites	5,730	4,828	902
5500 Nonpersonnel expenses	692	503	189
5600 Supportive Services Ph II	1,417	2,137	(720)
5700 Occupancy expenses-Phase I	8,467	5,978	2,490
5800 Other expenses	970	3,744	(2,774)
5850 Business Expenses	-	17	(17)
6100 Personnel Expense Sankofa	8,430	7,658	771
6150 Other Expenses-Sankofa	614	493	121
6200 Operating Exp- Sankofa	22,770	10,487	12,283
6300 Supportive Service-Sankofa	-	77	(77)
6400 Personnel Exp Open Arms	5,405	10,191	(4,786)
6500 Operating Exp Open Arms	19,624	9,071	10,554
6600 Supportive Serv Open Arm	-	148	(148)
6700 Other Expenses MOMS East	318	2,183	(1,865)
8000 Deprec and Amort Phase I	4,232	4,365	(132)
8100 Depre and Amort Phase II	8,632	9,142	(511)
8300 Depre Exp Open Arms	2,696	2,780	(84)
8500 Depre Exp Sankofa	7,121	7,343	(223)
<b>Total Expense</b>	<b>165,101</b>	<b>141,024</b>	<b>24,078</b>
<b>Net Income</b>	<b>(53,351)</b>	<b>(23,618)</b>	<b>(29,733)</b>

**Revenue and Expense reconciling items:**

111,751	Operating Revenue excluding restricted rev
142,421	Operating expense excluding depreciation
(30,670)	Operating Income
142,421	Operating Expense
22,680	Depreciation expense
165,101	Total expense
<b>(53,351)</b>	<b>Net Income (Loss) per QB</b>



**Sojourner House MOMS  
Annual Board Meeting Report  
Months: July 1, 2017 – June 30, 2018**

**SOJOURNER MOMS**

Total number of participants served:	156
Number of adults served:	62
Number of children served:	94
Number of participants that left:	68 (includes children)
Percentage of participants who have maintained custody of their children:	87.6% (# of participants 60)

**Exit Report**

- Moved into independent or subsidized housing: 15
- First time homeowner: 2
- Incarcerated: 0
- Moved with family/friends: 9
- Number abandoned unit: 1
- Went into treatment: 0
- Alternative Permanent Housing: 0

**Self-Sufficiency Information**

Number working (full or part time):	24
Number in school/CCAC	2
Number completed trade school:	0
Number in GED Literacy Program	1

**Aiming Higher Scholarship and McCartan Grant (Removing Barrier to Adult Education and Work)**

Utilities and Fines	5
Higher Education (tuition, internship, books)	3
Work uniforms, State ID, bus pass:	2
Security Deposit	2
Furniture	3

**Recovery Substance Abuse/Mental Health**

100% of Head of Household (HOH) participants have addressed the mental health issues/concerns  
55 Total Head of Households were served (this # excludes spouses):  
60% HOH have never tested positive for drugs or alcohol  
40% HOH have tested positive for drugs or alcohol

**Children Information**

Total number of children served:	94
Number of children that left:	39
Number of children reunified:	13
Children and Youth Involved Families:	9
Percentage of school-aged children in school:	100% (50)
Number of children in Pre-K; Head Start; Other Day Programming:	13
Number of children < age 2:	5

**After School Program**

15 youth are involved at Sojourner House MOMS Learning Center

**MH/MR or Behavioral Treatment Program**

10

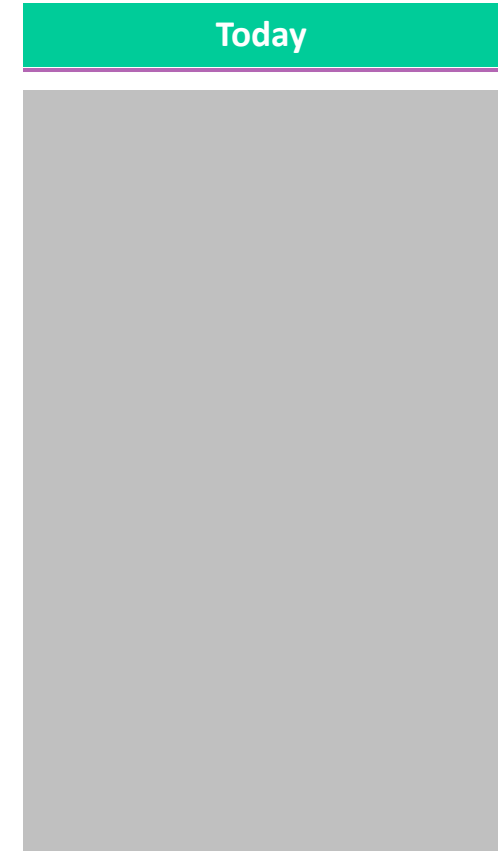
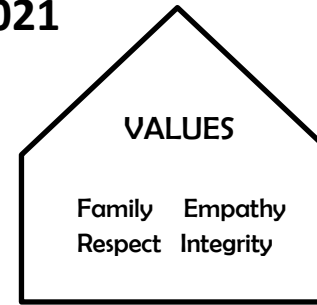
The children of Sojourner House MOMS and Sojourner House were provided with another summer of fun, learning, and activity through the MOMS Summer Camp sponsored by the Homeless Children's Education Fund. A total of 12 children participated in the vibrant camp throughout the summer. Two teachers and a visiting reading specialist, provided through HCEF, supplied the children with ample learning support and social-skill building opportunity. Two meals were provided daily by Earthen Vessels for all participants. Weekly field trips were attended and enjoyed by all, inclusive of trips to the local library, a nature walk through Frick Park, exploration of the Pittsburgh Zoo and The National Aviary. Additionally, the children were given the opportunity to participate in enrichment activities every week. Such activities included a drumming circle, radio experience with the Saturday Light Brigade, and LabRatz. The successful summer was concluded with a finale extravaganza for all summer campers and their families. The event was comprised of a HCEF-provided meal, ice cream sundaes, and the display of the children's various projects created throughout the summer. The summer of 2018 was surely a lively experience and learning opportunity for the children of Sojourner House programs. We already look forward to next summer's adventures!

# MOMS STRATEGIC PLAN 2018-2021



**MISSION:** To shelter people in recovery and their children to confidently transition into the community.

**VISION:** A community where families overcome addiction and thrive together.



## GOAL 1:

Have secondary plan in place to replace funding for remaining 3 HUD programs (Phase 2, Open Arms and Sankofa) by 2021.

## GOAL 2:

75% of families in Family Support Program obtain housing and income/employment prior to program graduation.

## GOAL 3:

Meet HUD metrics to sustain program funding for remaining three contracts. Maintain occupancy. Increase employment for residents. Residents maintain or increase income.

## MEASUREMENT

2018	2021
1. NEW	1. Plan is in place to Replace HUD funding.
2. NEW	2. 75% of residents gained employment and housing
3. Occupancy: 90% Employment: 43% Housing: 75%	3. Occupancy: 85% Employment: 50% Housing: 75%

## Goal 1 Strategies (18-19)

1. Identify necessary steps for Section 8 conversion including financial plan to consider 1 possible replacement strategy. Complete by 6/30/19.
2. Present other viable resources such as Bridge Housing by 6/30/19 including financial plan.
3. Template/tool kit is in place that identifies steps, process and financial impact for merging with another organization.
4. Explore conversion to treatment facility.
5. Explore sales option.

## Goal 2 Strategies (18-19)

1. Establish dedicated housing and employment readiness program.
2. Establish relationship with employers who will hire/interview residents ("employment bank").

## Goal 3 Strategies (18-19)

1. Engage and educate residents about how these stats impact funding and the future of the program.
2. Occupancy goal met through relationship with ACDHS and LINK.