

THE MINISTRY OF CARING INC.



Board of Directors

Meeting Minutes

Thursday, January 21, 2016, 7:30 p.m.

Members present: Greg Varallo, Esq., Vice Pres., Chris Griffiths, Esq., Sec'y, Tom Sweeney, Esq., Treas., Chip Connolly, Esq., Legal Counsel, Anthony Alfieri, CPA, Mati Buccini, Rick Gessner, The Hon. Bob Gilligan, The Hon. Kent Jordan, Paul King, Ed.D., Maureen Lesutis, Connie McCarthy, Marilyn Monahan, Br. Rudolph Pieretti, OFM Cap., Bill Popeo, Mark Reardon, Esq., Maureen Rhodes

Members excused: Frank Modesto, Pres., Barbra Andrisani, Colm Connolly, Esq., The Hon. Ted Kaufman, Fr. Nick Mormando, OFM Cap., Valerie Biden Owens, Fr. Francis Sariego, OFM Cap., Al Wells

Welcome New Member: Maureen Lesutis—Greg Varallo, Esq., Vice President

Maureen Lesutis is a long-time associate of the Ministry, as a past President of the Guild and a member of Sacred Heart Village board. Last year, she received the Wilmington Award for her volunteer service.

1) Approval of Minutes of November 19, 2015 meeting (e-mailed)—Greg Varallo, Esq., Vice President

A motion was made by Mark Reardon, Esq., to approve the minutes as presented. Rep. Gilligan seconded. All in favor; none opposed; motion carried.

2) Finance Committee Report—Mark Poletunow, CFO

◆ Income Statement January 1-November 30, 2015 was presented.

◆ Balance Sheet January-November 2015 was presented.

◆ Merrill Lynch Investment Account report was presented.

3) Sacred Heart Village II, 625 E. 10th St.—Br. Ronald

• Projected Completion of Construction August 22, 2016

The project is officially 57% complete. Windows are installed; installation of the roof is almost complete. Mechanical and electrical is 95% complete. Elevator roof is installed.

• Pressing issue of construction is to connect the water and sewer lines to Kirkwood Street.

4) Ministry of Caring Building (former St. Patrick's House) 115 E. 14th St.—Br. Ronald

◆ Colonial Parking lot – 24 spots – 16th & King Streets

◆ Projected Completion of Construction March 31, 2016

5) Village of St. John—Br. Ronald

✦ Power Point presentation—Pete Kennedy, Communications Director
Br. Ronald provided commentary on the Power Point presentation which was created by Danielle Sullivan, Consultant.

✦ Extension of sales agreement until October 31, 2016

✦ Low Income Housing Tax Credits (LIHTC)—reapplying in April 29, 2016.

✦ Successful re-zoning hearing on December 15—unanimous approval by Planning Council.

Environmental Study report—Annie Halverson, Executive Assistant

When we get the report from Brightfields, we will have an estimate.

✦ Request for ratification of Executive Committee's approval to submit application for the following—Greg Varallo, Esq., Vice President

New Castle County HOME Funds for Village of St. John

A motion was made by Mayor Baker to ratify the Executive Committee's approval to submit the application. Bill Popeo seconded. All in favor; none opposed; motion carried.

✦ Resolutions needed for LIHTC tax credits—Chip Connolly, Esq.

1) Resolution to apply for LIHTC tax credits

A motion was made by Judge Jordan to apply for the LIHTC tax credits. Tom Sweeney, Esq., seconded. All in favor; none opposed; motion carried.

2) Resolution for authorized signatures

A motion was made by Rick Gessner to authorize the Board officers and Executive Director to represent the Ministry of Carin by executing documents pertaining to the Village of St. John. Mark Reardon, Esq., seconded. All in favor; none opposed; motion carried.

6) Grant Proposals

✦ Request to approve grant request to St. Mary's Province Capuchin Food Pantries Grant—Mark Poletunow

A motion was made by Rick Gessner to approve this request. Tom Sweeney, Esq., seconded. All in favor; none opposed; motion carried.

✦ City of Wilmington Emergency Solutions/HOPWA Requests—Mark Poletunow

A motion was made by Tom Sweeney, Esq., to approve the resolution to request these funds. Mark Reardon, Esq., seconded. All in favor; none opposed; motion carried.

✦ **New Castle County Proposals—Greg Varallo, Esq., Vice President**

Request for ratification of Executive Committee's approval to submit application

A motion was made by Anthony Alfieri, CPA, to ratify the Executive Committee's approval to submit application for these funds. Chris Griffiths, Esq., seconded. All in favor; none opposed; motion carried.

7) Board Responsibilities Form—Greg Varallo, Esq., Vice President

Greg Varallo asked each board member to consider and execute the form, and invited questions.

8) Upcoming Events—Priscilla Rakestraw, Development Director

Priscilla Rakestraw stressed the importance of these events, and thanked board members for their support.

There being no further business, the meeting adjourned following a prayer offered by Br. Rudolph Pieretti, OFM Cap.