

THE MINISTRY OF CARING INC.



Board of Directors

CORPORATE MINUTES

Thursday, September 19, 2013, 7:30 p.m.

Members present: Mark Reardon, Esq., Pres., Frank Modesto, Vice Pres., Constance McCarthy, Treas., Anthony Alfieri, CPA, Barbra Andrisani, The Hon. Jim Baker, Chip Connolly, Esq., Chris Griffiths, Esq., Paul King, Ed.D, Marilyn Monahan, Valerie Biden Owens, Tara Quinn, Maureen Rhodes, Francis Sariago, OFM Cap., Thomas Sweeney, Esq., Greg Varallo, Esq., Al Wells, Joe Yacyshyn

Members excused: Mati Buccini, Sec’y, Colm Connolly, Esq., Diane Gulyas, The Hon. Kent Jordan, Fr. Nick Mormando, OFM Cap., Eileen Schmitt, MD

Introduction of Keith Dorman, CFO—Mark Poletunow, Deputy Director, Programs

Mark Poletunow introduced Keith.

1) Approval of Minutes of May 16, 2013—Mark Reardon

A motion was made by Frank Modesto to approve the minutes as presented. Tom Sweeney seconded. All in favor; none opposed; motion carried.

2) Sojourner’s Place—Committee performing due diligence—Chip Connolly

Chip said that the committee is not able to make a recommendation, since Sojourner’s still owes them some documentation to review. Over the summer, they had received some information, then put together a detailed list of questions, which they are just beginning to receive answers on.

The committee members include Frank, Barbra, Br. Ronald, Mark Poletunow and Addie.

Chip hopes the committee can present a conclusive report at the Annual Meeting.

Br. Ronald commended and thanked Chip and the committee, who will be meeting with Sojourner’s auditors in October.

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

Cost of project: \$ 7,056,234

Legal Issue surrounding the variance use—Greg Varallo, Esq.

◆Hoey vs. Ministry of Caring and City of Wilmington

A motion was made by Jim Baker to ratify the Executive Committee’s decision to request the \$411,613.87 line of credit from Merrill Lynch/Bank of America. Joe Yacyshyn seconded. All in favor; none opposed; motion carried.

4) Resolution Requested for Grant-in-Aid Application—Mark Poletunow

A motion was made by Frank Modesto to request the amounts discussed for eight MOC programs. Chip Connolly seconded. All in favor; none opposed; motion carried.

5) Finance Committee Report—Connie McCarthy, Chair

Merrill Lynch/Bank of America Investment report was reviewed.

Income statement January 1, 2013 through June 30, 2013 was reviewed.

Balance sheet was reviewed.

Tom Sweeney made a motion to approve the financial reports as presented. Chip Connolly seconded. All in favor, none opposed. Motion carried.

Two new borrowing needs were discussed.

A motion was made by Jim Baker to accept both resolutions/recommendations. Tom Sweeney seconded. All in favor, none opposed. Motion carried.

Delaware Community Foundation - The Finance Committee is supportive of establishing a fund with the Delaware Community Foundation, as a means of raising awareness of the MOC

A resolution was proposed by Frank Modesto to charge the Finance Committee and senior management with the task of making a modest initial investment in the fund. Paul King seconded. All in favor, none opposed. Motion carried.

6) Update on HUD Issues Facing MOC—Addie Asay, Esq.

Addie reported that the Management Team spent the summer months looking at different models and attending conferences, meeting other agencies that are dealing with similar issues. The team recommended to reallocate two programs: Samaritan Outreach (SO), currently a supportive services only program, would be converted to a Rapid Re-housing program (RRH).

They also had to take a hard look at the TR programs. Furthermore, it was proposed to shift Nazareth House TR (NH) to a Permanent Supportive Housing (PSH) program for seven families.

Mark Poletunow attended the Homeless Planning Council (HPC) Board meeting today. They had hoped that HPC would vote on the allocations, but it was deferred until the NOFA is released, when priorities are presented by HUD and MOC can see how these two projects fit into the overall priorities.

Br. Ronald asked Addie to make clear the ramifications of these shifts.

| A discussion ensued.

Br. Ronald and staff were congratulated on the difficult task of confronting the reality and taking steps to deal with it.

Addie pointed out that weekly updates (SNAPS) are coming out. The link will be posted to the website.

7) Review of Property/Buildings—Br. Ronald

◆ **Bethany House II, 615 N. Jackson St.**— extension of permanent housing program for women with special needs.

Capital Renovations – Jeff Wallace, MOC project manager; work is progressing.

It is hoped that the facility will open in early December.

◆ **Ministry of Caring Building** (former St. Patrick’s House), **115 E. 14th St.**—Br. Ronald Deed is finalized

Estimated cost: \$1.752 million

Requested bridge loan from Merrill Lynch/BOA for \$667,000

Subdivision and transference of property from SPH

Contractor: CH & E

Environmental issues are being addressed by Brownfield

Asbestos remediation will be covered 100% as a reimbursable Brownfield’s expense

8) Development

◆ Development Director’s Report—Priscilla Rakestraw

Priscilla introduced Cindy Carter, new Communications Director.

Planned Giving –2 flash cards were sent out, and 2 more are going.

The upcoming events were reviewed.

The committee plans to start a Capital Campaign, with a unique list of names.

◆ Congratulations to Barbra Andrisani receiving Lifetime Volunteer Award at Annual Philanthropy Day.

◆ Report on 2014 Tribute—Barbra Andrisani, Development Chair

MOC will have a dinner at Hotel duPont to honor the duPont Company.

9) Joint Annual Dinner Meeting of MOC, SHV, MTH & SHV II—Chip Connolly

Upcoming Election of MOC Members & Officers for 2013-2014:

Members whose terms will expired were asked to contact the Chair to ascertain their willingness to serve another term.

The Nominating Committee will review each member’s participation.

Nominations for board membership were discussed.

A new slate of officers will also be nominated, since the incumbent officers have each served three 1-year terms.

10) Publications

◆ 2012 Sacred Heart Village Annual Report was mailed.

◆ 2012 Ministry of Caring Annual Report nearing completion.

11) Upcoming Events

- AIDS Walk, Sat., Sept. 28, 9 am, Wilmington Riverfront
- Eleganza, Wed., Oct. 9, 11:30am-2pm Annual Board Meeting of MOC, SHV, MTH & SHV II, Thurs., Nov. 21, 5:30 pm Voices of Caring, December 14, DuPont Country Club

There being no further business, the meeting was adjourned.

Respectfully submitted,
Deborah L. Philips
for Mati Buccini, Secretary