

THE MINISTRY OF CARING INC.



Board of Directors

Minutes

Thursday, May 19, 2016, 7:30 p.m.

Members present: Frank Modesto, Pres., Greg Varallo, Esq., Tom Sweeney, Esq., Treas., Barbra Andrisani, The Hon. Jim Baker, Colm Connolly, Esq., The Hon. Bob Gilligan, The Hon. Ted Kaufman, Paul King, Ed.D., Connie McCarthy, Marilyn Monahan, Br. Rod Pieretti, OFM Cap., Bill Popeo, Mark Reardon, Esq., Al Wells

Guest: Jon Moll, CPA, Belfint, Lyons & Shuman

Members excused: Chris Griffiths, Esq., Sec'y, Anthony Alfieri, CPA, Mati Buccini, Chip Connolly, Esq., Rick Gessner, The Hon. Kent Jordan, Maureen Lesutis, Fr. Nick Mormando, OFM Cap., Valerie Biden Owens, Maureen Rhodes, Fr. Francis Sariego, OFM Cap.,

1) *Approval of Minutes of March 22, 2016 meeting—Frank Modesto, President*

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

2) *Human Resources Committee—Paul King, Vice Chair and Marie Keefer, Deputy Director, Human Resources*

✦ Revised Personnel Policies discussion

Paul King reported that the last update was in 2010. Marie Keefer and other staff have been working diligently. Board members were presented with hard copies in March, and an electronic version was emailed. No issues have been reported, and the Committee recommends approving this document.

Paul King, Ed.D., made a motion to approve the revised Personnel Policies Handbook. Greg Varallo, Esq., seconded.

Further discussion revealed that a comprehensive summary had also been sent along with the electronic version, and it was noted that the proper procedure, in giving the board ample time to review the document, had been followed.

There being no further discussion, the motion was unanimously approved.

When the policies are reprinted, the approval date should be changed to May 19, 2016.

Br. Ronald recommended to all committees that when a document is presented for approval, it should first be presented in its entirety in advance to all board members.

- New Dept. of Labor Rule will affect policy changes—Marie Keefer, Deputy Director

Marie Keefer reported that just yesterday it was announced that the parameters for the employee exempt classification are going to change, effective December 1.

In the past, for an employee to be considered exempt, they would have to be making a minimum of \$23,000+, and their duties would include independent decision-making, supervising others, etc. The new rule increases the minimum salary to \$47,000+, which means that employers will either have to raise up exempt employees to that minimum or re-classify them as non-exempt, thereby making them eligible for overtime.

This will most significantly impact non-profits and small businesses.

Br. Ronald stated that overtime hours are kept to a minimum where possible, and must be approved in advance.

We are in the process of garnering information, and will particularly look at how non-profits will be impacted.

Marie Keefer departed.

3) Finance Committee Report—Tom Sweeney, Esq., Chair

◆Status of Controller and CFO Positions

- ◇Controller position is being contracted by Breakwater Services: Jennifer H. Hrischuk has been with us since May 2
- ◇Karen Smith, Ph.D., CPA, is hired as Controller effective May 31
- ◇The HR office is working to get good candidates for CFO position

◆Income Statement – January 1 through March 31, 2016 was presented

◆Balance Sheet – through March 31, 2016 was presented.
Tom Sweeney, Esq., reported that the balance sheet is sound.

◆Merrill Lynch Investment Account report was presented.

The next meeting of the Finance Committee will be September 8, the morning of the Board meeting. A Merrill Lynch representative will be present at the Finance Committee meeting.

4) Strategic Planning Committee Report, Colm Connolly, Esq., Chair

◆Succession Planning

The Committee has been meeting and will be meeting again during the summer to address a number of issues, including succession planning.

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

◆Projected Completion of Construction – November 1

The project is at 65% completion. At 75%, we can begin accepting pre-applications.

We still need furniture, equipment and window treatments.

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

- Projected Completion of Construction – July 1. Move-in date: July 11

7) Village of St. John—Br. Ronald

✦Low Income Housing Tax Credits (LIHTC)—submitted on April 29, 2016
MOC scored 93 points on NCALL's self-evaluation. We received 20 points from the Income category, which made a big difference this year.

✦A response from DSHA is due by July 1.

8) Development and Upcoming Events—Priscilla Rakestraw. Development Director

Priscilla Rakestraw thanked everyone who attended the Auction.

Update: Your Legacy of Giving – we've gotten new donors committing to monthly and quarterly donations. Priscilla asked board members to recommend any potential donors.

Events:

- **Milk Run/Walk, Sat., May 21, 9am, Appoquinimink High School, Stewart Ramsey, Chair.** This fundraiser supplies dairy projects for children at our dining rooms.
- **MOC Child Care Graduation, Thurs., July 28, 10:30 am, FXN**
- **Delaware Burger Battle, Sat., August 27, Caulfield House**
- **Next SHV I Board Meeting, Thurs., Sept. 8, 6:45 pm, Ministry of Caring (MOC) Administration Building, 114 E. 15th St., Wilmington, DE 19801**
- **Next MOC Board Meeting, Thurs., Sept. 8, 7:30 pm, Ministry of Caring (MOC) Administration Building, 114 E. 15th St., Wilmington, DE 19801**
- **“Summer's Last Hurrah” Crab Feast, Sat., Sept. 10, Cavaliers Country Club, 2-8 pm, presented by MOC Guild Millenials**
- **Dedication of MOC Administration Bldg., Thurs., Sept. 15**

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