

THE MINISTRY OF CARING INC.



Board of Directors

Minutes

Thursday, September 17, 2020, 7:30 p.m.

via Zoom

Members present: Mayor Jim Baker, Pres., Mark Reardon, Esq., Vice Pres., The Hon. Kent Jordan, Sec'y, Bill LaFond, Treas., Anthony Alfieri, Barbra Andrisani, Mark Calandra, Arthur Connolly, III, Esq., The Hon. Colm Connolly, Rick Gessner, Dr. David Hack, The Hon. Ted Kaufman, Paul King, Ed.D., Garrett Lyons, DDS, Connie McCarthy, Marilyn Monahan, Frank Modesto, Kimberlee Orth, Valerie Biden Owens, Maureen Rhodes, Mike Rickert, John Sullivan, John Sweeney, Greg Varallo, Esq.

Member excused: The Hon. Robert Gilligan, Tara Quinn,

We welcome Mark Calandra as a new board member. Mark looks forward to working with the Advancement Committee.

1) *Approval of Minutes of May 2020 meeting—Jim Baker, President*

A motion was made by Arthur Connolly to approve the minutes as presented. Greg Varallo seconded. All in favor; none opposed; motion carried.

2) *Executive Director on medical leave. Chaz Enerio, Esq., acting as interim Executive Director.*

3) *Report from the Executive Committee*

- Ratification of approval for Mark Calandra's three-year term as a member of board of directors

A motion was made by Judge Jordan to ratify approval for Mark Calandra's election to the Board of Directors. Marilyn Monahan seconded. All in favor; none opposed; motion carried.

- Ratification of approval of board resolutions for acceptance of bequests from Estates

A motion was made by Mark Reardon to ratify acceptance of the bequests from Estates. Greg Varallo seconded. All in favor; none opposed; motion carried.

4) *Impact of COVID-19 on Ministry of Caring programs—Chaz Enerio*

4) *Revision of Personnel Policies and Code of Ethics—Maureen Rhodes, Chair, Human Resources Committee*

A motion was made by Maureen Rhodes to approve the updated Personnel Policies and Code of Ethics. Bill LaFond seconded. All in favor; none opposed; motion carried.

4) Finance Committee Report—Bill LaFond, Chair

- Financial Statements—second quarter balance and income statements and the revised budget for 2020 were reviewed.

A motion was made by Judge Jordan to approve the 2021 Proposed Budget. Marilyn Monahan seconded. All in favor; none opposed; motion carried.

- Resolution for suspension of transfers from the portfolio

A motion was made by Greg Varallo to approve a resolution recommended by the Finance Committee for temporary suspension of withdrawals from the portfolio. Paul King seconded. All in favor; none opposed; motion carried.

A motion was made by Bill LaFond to accept the Finance Committee report. Arthur Connolly seconded. All in favor; none opposed; motion carried.

5) 2019 Audit Report, Management Letter, and 990 were reviewed – Audit Committee, Rick Gessner, Chair

A motion was made by Rick Gessner to accept the 2019 Audit and IRS Form 990. Bill LaFond seconded. All in favor; none opposed; motion carried.

6) Advancement Committee—Barbra Andrisani

Major Guild Fundraiser, Thursday December 3rd 7pm– Count Me In!

- This will be a virtual event.

A motion was made by Barbra Andrisani to accept the Advancement Committee report. Marilyn Monahan seconded. All in favor; none opposed; motion carried.

7) Property—Chaz Enerio, Deputy Director, Administration

- Mary Collings House
 - To chiefly serve the needs of Emmanuel Dining Room (EDR) West
- Paul VI House
 - To provide permanent supportive housing for single women
- Nazareth House I
 - Structural repairs to roof and exterior walls
- 704 West St. – House of Joseph Holistic Housing
 - To serve formerly homeless men and women with long-term living

**8) Nominating Committee—Arthur Connolly, III, Esq., Chair
*Preparation for the Annual Meeting on November 19***

- Officers re-elected for a second year of three-year term:
 - President: Jim Baker
 - Vice President: Mark Reardon
 - Secretary: The Honorable Kent Jordan
 - Treasurer: Bill LaFond

- Members with expiring terms*:
 - Mark Reardon, Esq.
 - Bill LaFond
 - Anthony Alfieri
 - Bob Gilligan
 - Connie McCarthy
 - Frank Modesto
 - Garrett Lyons
 - Maureen Rhodes
 - Michael Rickert
 - Gregory Varallo
 - Al Wells

A motion was made by Arthur Connolly to accept the Nominating Committee's report. Barbra Andrisani seconded. All in favor; none opposed; motion carried.

11) Resolutions Required

- Pension Plan Amendment—Chaz Enerio, Deputy Director of Administration

A motion was made by Greg Varallo to remand the proposed resolution to the Executive Committee. Rick Gessner seconded. All in favor; none opposed; motion carried.

- First State Community Action Agency Grant Request—Chaz Enerio, Esq.
A motion was made by Greg Varallo to approve a resolution for Ministry of Caring to apply for a grant for Comprehensive Case Management from First State Community Action Agency. Bill LaFond seconded. All in favor; none opposed; motion carried.
- Signatory Authorization for CFO—Chaz Enerio, Esq.
With former CFO Bill Hayes' death, a resolution is needed to authorize Karen Smith, CFO to sign documents on behalf of the Ministry of Caring.

A motion was made by Greg Varallo to approve the resolution to authorize Karen Smith, CFO, to sign documents on Ministry of Caring's behalf. Mark Reardon seconded. All in favor; none opposed; motion carried.

Upcoming Events—Priscilla Rakestraw

- Due to the coronavirus pandemic, we will not have a joint annual meeting of all the boards affiliated with the Ministry of Caring. We will, however, have an annual Zoom meeting to conduct business and hold elections.

- **Thursday, December 3, 2020, 7pm** -- Count Me In! MOC's major and only fundraiser of 2020

Closing prayer: Anthony Alfieri

There being no further business, the meeting was adjourned.

Respectfully submitted,
Deborah L. Philips
on behalf of The Hon. Kent Jordan, Secretary