

THE MINISTRY OF CARING INC.



**Board of Directors**

MEETING

*Corporate Minutes*

Thursday, January 20, 2022, 7:30pm via Zoom

Members present: The Hon. Jim Baker, Pres., Mark Reardon, Esq., Vice Pres., The Hon. Kent Jordan, Sec'y, William LaFond, Treas., Arthur (Chip) Connolly, III, Esq., Legal Counsel, Barbra Andrisani, Mark Calandra, The Hon. Colm Connolly, Rick Gessner, The Hon. Bob Gilligan, Dr. David Hack, The Hon. Ted Kaufman, Paul King, Ed.D., Connie McCarthy, Frank Modesto, Marilyn Monahan, Tara Quinn, Michael Rickert, Gregory Varallo, Esq., Dr. Gary Lyons, John Sullivan, John Sweeney,

Members excused: Valerie Biden Owens

**1) Approval of Minutes of November 18, 2021, meeting—Jim Baker, President**

A motion was made by Marilyn Monahan to approve the minutes as presented. Chip Connolly seconded. All in favor; none opposed; motion carried.

**2) Villa Maria—Chaz Enerio, Esq., Deputy Director of Admin**

- Villa Maria at Old Brandywine Village was incorporated on November 5, 2021
- First Board meeting, Wednesday, January 19, 2022

**3) Finance Committee Report—Bill LaFond, Chair & Karen Smith, CPA, CFO, Deputy Director**

Bill LaFond reported that the latest numbers available are from 10/31/21. No material changes.

- Merrill Lynch Portfolio Report as of November 30, 2021

A motion was made by Bill LaFond to approve the financial report. Greg Varallo seconded. All in favor; none opposed; motion carried.

**3) Advancement Committee Report—Barbra Andrisani, Chair**

Barbra Andrisani shared what she feels are the reasons MOC is so successful in fundraising:

- 1) The mission is understandable and appreciated by the donors
- 2) MOC's 45 years of dedication to the community is important to the donors.

- "Changing Lives, Improving Neighborhoods" (CLIN) infrastructure campaign was reported on.

- Virtual fundraiser, Count Me In Again! was held November 4, 2021,

Mayor Baker congratulated the Advancement Committee and MOC staff, as it is a difficult climate for fundraising.

A motion was made by Judge Jordan to approve the Advancement Committee report as presented. Greg Varallo seconded. All in favor; none opposed; motion carried.

- 5) ***Continuum of Care and House of Joseph II—Br. Ronald, Executive Director***  
The serious monetary consequences of House of Joseph II being placed in Tier 2 were discussed.

6) ***Amendment of By-Laws – Chip Connolly***

Chip Connolly, Judge Jordan, Greg Varallo, and Mark Reardon formed an ad hoc committee to examine the by-laws with the goal of updating them to create more member turnover in order to bring in new talent. After several meetings, including the first one with Br. Ronald and Barbra Andrisani, the committee is presenting a proposed amendment to the by-laws:

Section 4.05: The number of consecutive terms that each Director may serve shall be three (3); provided, however, those Directors serving a third three-year term at the time of enactment of this Section 4.05 may serve one (1) additional three-year term. The Board of Directors shall be classified into three (3) classes, as nearly equal in number as possible. The Board of Directors may assign members of the Board of Directors already in office to such classes at the time such classification becomes effective.

This would ensure board turnover. There are four board members in the Class of 2021 whose terms expire. There is also one new board member for the Class of 2021, Synquette Wilks, who was elected by the Executive Committee on December 8, 2021. This election will be presented for ratification by the full board this evening.

The second part of the Amendment proposes creating an Advisory Board to include retiring board members and to invite the five former board members presently on the honorary board.

A motion was made by Chip Connolly to approve the First Amendment to the By-Laws as presented. Mark Reardon seconded. All in favor; none opposed; motion carried.

7) ***Annual Elections—Chip Connolly, Esq., Chair***

- Request to retire from Board:
  - Thanks to Alonzo Wells for 10 years of service
- Officers re-nominated for a third year of three-year term:
  - President: Jim Baker
  - Vice President: Mark Reardon
  - Secretary: The Honorable Kent Jordan

- Treasurer: Bill LaFond

A motion was made by Chip Connolly to elect the above officers for a third and final term. Tara Quinn seconded. All in favor; none opposed; motion carried.

- Members with expiring terms:
  - Barbra Andrisani
  - The Hon. Colm F. Connolly
  - Paul King, Ed.D.
  - Valerie Biden Owens
- Creation of an Advisory Board. Nomination for the advisory board are the four members above.

A motion was made by Chip Connolly to elect the four board members above whose terms are expiring to the Advisory Board. Greg Varallo seconded. All in favor; none opposed; motion carried.

- Re-election for David Hack and John Sweeney for another three-year term and ratification of election of Synquette Wilks for a three-year term.

A motion was made by Chip Connolly to elect David Hack and John Sweeney for an additional three-year term and to ratify the election of Synquette Wilks for a three-year term. Mark Reardon seconded. All in favor; none opposed; motion carried.

#### **8) *Executive Committee Report—Jim Baker, Pres./Chaz Enerio***

The following items were voted upon by the committee in December and are presented here for Board ratification:

- Board Resolution to apply to New Castle County for Community Development Block Grant (CDBG) funds

A motion was made by Marilyn Monahan to ratify the resolution to apply for CDBG funds. Rick Gessner seconded. All in favor; none opposed; motion carried.

- Board Resolution to apply to New Castle County for Emergency Solutions Grant (ESG) program

A motion was made by Marilyn Monahan to ratify the resolution to apply for ESG funds. Chip Connolly seconded. All in favor; none opposed; motion carried.

#### **9) *Personnel Strategy—Br. Ronald***

It is our goal to hire associates who would shadow the leadership team. We hired an Associate Development Director, Scott Nickle, effective January 12, 2022. He is working as a team with Priscilla Rakestraw, our Development Director.

We hired a full-time Grant Writer, Sydney Linders, on January 3 to assist the two part-time grant writers, Anthea Piscarik and Carol Carr.

We divided the roles of maintenance and project manager with the hiring of Matt Martelli as explained below under item #11, Property.

We are happy to welcome back Louisa Teoli after an extended medical leave. Louisa will be the office manager of the MOC building. The board also welcomed back Priscilla Rakestraw, Deputy Director of Development, following a brief medical leave.

We appointed robin brown as the Communications Director who leads the team of Gary Bloomer, Graphic Designer, and Solveig Gordon, LVC/Writer.

To assist John Bates, Deputy Director of Program Services, with program compliance, we hired Martin McCarrick.

A discussion ensued, during which board members asked and Br. Ronald answered questions pertaining to these new staff.

#### ***10) Board Resolution Needed for City of Wilmington ESG and HOPWA Grants***

A motion was made by Greg Varallo to approve the resolution to apply for City of Wilmington ESG and HOPWA grants. Kent Jordan seconded. All in favor; none opposed; motion carried.

#### ***11) Property— Chaz Enerio***

The leadership team believes that we have come to a point where it is necessary to create a new position – a project manager who will oversee all construction and renovations throughout the Ministry of Caring, as well as its new projects. We hired Matt Martelli, who began on January 3. Rob Radcliff will remain supervisor of maintenance.

#### **Bundled Projects**

Following a second bidding process, Domus Construction was selected as the contractor for the properties below. All work began in December.

- 1000 W. 2<sup>nd</sup> Street – **Mary Collings House** - Chaz Enerio, Deputy Director, Administration
  - To chiefly serve the needs of Emmanuel Dining Room (EDR) West and provide a one-bedroom unit on the upper floor. The major reason for acquisition of this property is to move the trashcans from the front of EDR to a covered area on Pleasant Street for garbage pickup. EDR accumulates such an abundance of garbage through its operations that it is a hazard to keep the trashcans in the front of the building.
- 403 N. Washington St. – **Paul VI House** – Br. Ronald
  - A variance for the rear yard setback was approved on March 22.
    - To provide additional housing for the Sisters of Our Lady of Good Health, who will now be able to increase from four to five. The existing residence on 9<sup>th</sup> and Madison streets will provide housing for four additional sisters from a new community that we are requesting from India.

- 898 Linden Street – **Nazareth House I** – Chaz Enerio
  - Structural repairs to roof and exterior walls
- 704 West St. – **House of Joseph Holistic Housing** – Chaz Enerio
  - To serve formerly homeless men and women
  - DSHA settlement October 27, 2021

Next Board meeting: Thursday, March 17, 2022, 7:30 pm

Addendum – Br. Ronald

The Ministry of Caring will celebrate its 45<sup>th</sup> year on Thursday, **November 3, 2022.**

Distribution Center—Br. Ronald

As you are aware, Hurricane Ida caused a flood with 55 inches of water inside the Distribution Center, causing thousands of dollars in damage.

Our new project manager has been commissioned to work with realtors to locate a new facility with parking.

A motion was made by Br. Ronald to alienate the property of the former Distribution Center. Marilyn Monahan seconded. All in favor; none opposed; motion carried.

There being no further business, a motion was made by Chip Connolly to end the meeting. Mark Reardon seconded. All in favor; none opposed; motion carried.

Respectfully submitted,  
*Deborah Philips*  
 on behalf of The Hon. Kent Jordan, Sec'y