

THE MINISTRY OF CARING INC.



Board of Directors

MEETING

CORPORATE MINUTES

Thursday, March 17, 2022, 7:30pm

Feast of St. Patrick

Via Zoom

Members present: Mayor James Baker, Pres., Mark Reardon, Esq., Vice Pres., The Hon. Kent Jordan, Sec'y, William LaFond, Treas., Chip Connolly, Esq., Rick Gessner, The Hon. Bob Gilligan, Dr. David Hack, The Hon. Ted Kaufman, Brendan Kennealey, Brian King, Connie McCarthy, Frank Modesto, Marilyn Monahan, Danielle Nowaczyk, Esq., Kimberlee Orth, Br. Rod Pieretti, OFM Cap., Tara Quinn, Mike Rickert, John Sullivan, Greg Varallo, Esq., Synquette Wilks

Members excused: Dr. Garry Lyons, Megan McGlinchey, John Sweeney,

1) Approval of Minutes of January 20, 2022, meeting—Jim Baker, President

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

2) Welcome new members and ratification of election to the Board of Directors—Chip Connolly, Nominating Committee Chair

●Welcome **Synquette Wilks**, whose election was ratified on January 20, to her first board meeting. We are pleased to have a member of our board who experienced the services of the Ministry of Caring.

●Ratification of Executive Committee's approval on March 2 to elect new members and a warm welcome to:

Brendan Kennealey
Brian King
Megan McGlinchey
Danielle Nowaczyk, Esq.

A motion was made by Chip Connolly to approve the ratification of the Executive Committee to elect the four above individuals for board membership for a three-year term (2022-2025). Rep. Gilligan seconded. All in favor; none opposed; motion carried.

We thank the following who served with great dedication and have joined our newly established Advisory Board:

Valerie Biden Owens
Barbra Andrisani
Paul King, Ed.D.
The Hon. Colm Connolly

The President assigned Marilyn Monahan as the new chair of the Advancement Committee.

3) *Villa Maria Project Update – Br. Ronald/Chaz Enerio, Esq., and Kevin Wilson, AIA*

● ***Revised Blueprints – Kevin Wilson, AIA***

Kevin Wilson reviewed the revised blueprints

- MOC Board Resolution to delegate to the Executive Director and the Executive Committee the power of approval on standard issues related to the Low-Income Housing Tax Credit application for Villa Maria.

A motion was made by Rick Gessner to approve the above resolution. Connie McCarthy seconded. All in favor; none opposed; motion carried.

- MOC Board Resolution for gap funding – similar to resolution signed for last year’s Villa Maria LIHTC application to provide assurance that gap funds will be covered by MOC.

A motion was made by Judge Jordan to approve the above resolution. Rick Gessner seconded. All in favor; none opposed; motion carried.

- MOC Board Resolution to apply for and use of funds from the New Castle County Department of Community Services for activities described in the proposal entitled Villa Maria Affordable Senior Housing.

A motion was made by Marilyn Monahan to approve the above resolution. Tara Quinn seconded. All in favor; none opposed; motion carried.

4) *Committee Reassignments—Mayor Baker (filed with minutes).*

With the addition and departure of members, it was necessary for President Baker to make adjustments to the committees. These assignments will be in place through November 2022.

A motion was made by Marilyn Monahan to approve the committee reassignments. Dr. David Hack seconded. All in favor; none opposed; motion carried.

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

■ **Financial Statements**

-Income Statement for the period ending December 31, 2021 was reviewed.

-Balance sheet through December 31, 2021 was reviewed.

- Merrill Lynch Portfolio Report as of January 31, 2022 was reviewed.
 - Finance Committee recommendation regarding investment portfolio managers was discussed – Bill LaFond
- Analysis of Cash and Cash Equivalents as of December 31, 2021 was reviewed.

A motion was made by Judge Jordan to accept the Finance Committee's report. Chip Connolly seconded. All in favor; none opposed; motion carried.

6) *Advancement Committee Report—Marilyn Monahan, Chair and Priscilla Rakestraw, Deputy Director of Development*

- 45th Anniversary Celebration, Chairs: Barbra Andrisani and Marilyn Monahan. The theme is "Together We Are One" and will highlight the broad base of our services. We will emphasize benefactors and volunteers. We will pay tribute to Br. Ronald and the staff. Marilyn urged board members to mark their calendars to attend this important event. Details will follow.

-Annual EDR Auction, Spring into Action, **Sunday, April 24, 2-6pm, Barclays Bank**, Hon. Chairs: Jenn & John Sullivan and Elaine & Michael Reilly; Chair: Michelle Modesto.

-This year we are separating the \$100 raffle from the auction. We are awaiting the approval from the gaming commission and we plan to announce the winners of the first prize of \$10,000, second prize of \$2,000 and third prize of \$1,000 on **June 15**.

7) *Continuum of Care and House of Joseph II—Mayor Baker, Chair of Ad Hoc Committee*

- Ad Hoc Committee met on Thursday, March 3. Their findings were discussed.

8) *Property— Chaz Enerio/Br. Ronald*

Distribution Center – Br. Ronald

Distribution Center on 1410 N. Claymont Street was destroyed in the flood and after careful review, the Board approved putting the building up for sale.

We have engaged a realtor to locate a new Distribution Center.

Property available on Vandever Ave. – Br. Ronald & Rick Gessner

A discussion ensued regarding potentially acquiring this property and possible uses.

Bundled Projects – Chaz Enerio

All work began in December. Demolition and framing are being done. Completion for all four projects is targeted for mid to late summer.

- **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.

- **Paul VI House** – Chaz Enerio
 - 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 9th and Madison streets will provide housing for four additional sisters from a new community that we are requesting from India.
 - This house is adjacent to Josephine Bakhita House, which is a residence for the Sisters of Christ the Light. We will create a chapel where all ten sisters will be able to worship in the Paul VI House and the buildings will be connected.
 - Elevator tower is currently being installed in the back.

- **Nazareth House I** – Chaz Enerio
 - Structural repairs to roof and entire exterior front wall
 - Nazareth consists of four apartments that have been vacant since we became aware that the building was structurally damaged.

- **House of Joseph Holistic Housing** – Chaz Enerio
 - To serve formerly homeless men and women
 - As advised by DSHA, we removed everyone from the building before construction and presently the five of them are living at 111 N. Jackson Street. When we reopen, we will have seven units for seven men.

9) Cyber-security—Br. Ronald

Pursuant to concerns expressed by Harvey Morris of BL&S Technologies, we will have Blackbaud upgrade our Financial Edge and Raiser's Edge databases to protect our records from ransomware attacks. We will amend the 2022 operating budget to reflect this expense.

Karen Smith, CFO, explained that this cost includes training on the upgraded system.

A motion was made by Rep. Gilligan to approve this expenditure. Tara Quinn seconded. All in favor; none opposed; motion carried.

10) Benefit concert by Br. Alessandro from Italy, Thursday, November 10, Sacred Heart Oratory

- Honorary Chair: Bernadette Buccini
- Details to follow

Next Board meeting will be on **Thursday, May 19, 7:30 pm.**