

THE MINISTRY OF CARING INC.



Board of Directors

MEETING

CORPORATE MINUTES

Thursday, September 22, 2022, 7:30pm via Zoom

Attendance Confirmed: Mayor James Baker, Pres., Mark Reardon, Esq., Vice Pres., William LaFond, Treas., Chip Connolly, Esq., Legal Counsel, Mark Calandra, Rick Gessner, The Hon. Bob Gilligan, The Hon. Ted Kaufman, Brendan Kennealey, Brian King, Dr. Garry Lyons, Connie McCarthy, Megan McGlinchey, Frank Modesto, Marilyn Monahan, Kimberlee Orth, Br. Rudolph Pieretti, OFM Cap., Mike Rickert, David Singleton, John Sweeney, Greg Varallo, Esq.

Members excused: Dr. David Hack, The Hon. Kent Jordan, Sec'y, Danielle Nowaczyk, Esq., John Sullivan, John Sweeney, Synquette Wilks

1) Approval of Minutes of May 19, 2022, meeting—Jim Baker, President

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

2) Villa Maria— Br. Ronald

- Villa Maria will have a commercial space, facing Market Street.

Total units: 74 (24 at 30% of poverty level; 50 at 40-60%)

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

- Financial Statements were reviewed.

- RFP for wealth management – Frank Modesto

Frank Modesto and partner Dan Miller are assisting with an RFP for wealth management and also one for audit services. They were issued in mid-August and proposals were received in early September. The final Q&A segment is in process.

- Approval of 2023 MOC Budget—Karen Smith, CPA, CFO, Deputy Director

A motion was made by Mark Reardon to accept the Finance Committee report as presented and to approve the 2023 budget as presented. Marilyn Monahan seconded. All in favor; none opposed; motion carried.

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

- 45th Anniversary Celebration, Thursday, November 3, 6 pm, DuPont Country Club, Chairs: Barbra Andrisani and Marilyn Monahan.

Other Fundraising News – Priscilla Rakestraw, Deputy Director of Development

- Welcome to Tara Quinn, who served 15 years on MOC board, and is now the Associate Development Director. Priscilla stated that she brings talent and many skills to this position and MOC is delighted to have her working with them.

- Benefit concert by Br. Alessandro from Assisi, Italy, Tuesday, November 8, 6 pm, Sacred Heart Oratory – This is a unique opportunity to see and hear this world-renowned tenor. CDs will be available for purchase.

- Raffle of Hand-embroidered Tablecloth (designed, created and donated by Capuchin Poor Clares) – drawing Tuesday, October 4. Raffle tickets: \$20 each, or 6 for \$100.

- Seeking Chairs/Honorary Chairs for Recognition Banquet, Friday, December 2, Francis X. Norton. Five Caring Bowls will be presented to outstanding volunteers.

Tara Quinn thanked Priscilla and staff for welcoming her. She stressed the need for board members to take on the role of honorary chair of events.

Lastly, Priscilla announced the **Annual Combined Board Dinner Meeting, Thursday, November 17, 5:30 pm, Francis X. Norton Center (below the church), following Mass at 5:00 pm. Sacred Heart Oratory, 917 N. Madison Street. Parking is available on 10th Street between Madison & Jefferson streets. (Please test for Covid prior to attending the dinner).**

Priscilla closed by thanking the board members for all they do.

Jingle Bell Brunch will be moved to 2023 due to the 45th Anniversary Dinner being held this year.

A motion was made by Marilyn Monahan to approve the Advancement Committee report as presented. Kim Orth seconded. All in favor; none opposed; motion carried.

5) Audit Committee – Rick Gessner, Chair

- 2021 Audited Financial Statements

The Committee met with auditors and financial staff. The 2021 audit received a clean opinion, and the Committee unanimously approved it.

- IRS Form 990 has been shared with the board

A motion was made by Marilyn Monahan to approve the Audit Committee report. Kim Orth seconded. All in favor; none opposed; motion carried.

6) Strategic Planning Committee (SPC) – report submitted by Judge Jordan – Br. Ronald

Judge Jordan sent an email to the SPC recommending putting their agenda on hold for the time being.

A motion was made by Marilyn Monahan to approve the SPC’s report as presented. Rick Gessner seconded. All in favor; none opposed; motion carried.

7) Nominating Committee – Chip Connolly, Chair

Terms Expiring 2022:

- Chip Connolly, Esq.
- The Hon. Judge Jordan
- The Hon. Ted Kaufman – is resigning after 12 years of service. Most recently, Ted’s participation on the Strategic Planning Committee has been invaluable. Thank you, Ted!
- Tara Quinn – as noted above, has resigned and is employed as Associate Development Director at Ministry of Caring. We thank Tara for her 15 years of commitment to the Board, and her ongoing dedication to Ministry of Caring.

Candidates and a new slate of officers will be presented at the November Annual Meeting by the Nominating Committee.

Chip stated that the Advisory Board, formed of retiring board members still interested in playing an active role, was established in 2021. Members joining at that time were: Barbra Andrisani, The Hon. Colm Connolly, and Paul King, Ed.D.

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

8) Continuum of Care (CoC) and House of Joseph II (HOJ II)—Mayor Baker, Chair of Ad Hoc Committee

- A new HUD application was submitted to CoC regarding FY2023.
- Despite our efforts, CoC notified us that funding will remain level with the previous year.

John Bates also announced that St. Francis TR and Mary Mother of Hope Permanent Housing were also placed in Tier 2, which is where HOJ II is placed. Programs in Tier 2 are not guaranteed to be funding. At this time, we have not been given a reason why these two additional programs are now in Tier 2. We have worked hard to be in compliance, but each year we struggle with the scoring committee. They have never visited any of our programs.

9) Property—Br. Ronald

Distribution Center – Br. Ronald

Distribution Center on 1410 N. Claymont Street was destroyed in the flood and after careful review, we decided to maintain the building, obtain flood insurance and renovate.

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

Environmental study and abatement are in process by the owner, Land Bank.

Plans are to create new affordable senior housing: Village of Francis and Clare. The property could allow 150 units or more to be created for low-income seniors, aged 62 and older, and offer some off-street parking. We hope to create 1–2-bedroom units.

Bundled Projects – Br. Ronald

Our architect is Kevin Wilson, and our contractor is Domus. Our in-house real estate and construction manager overseeing the jobs is Matt Martelli

■ **Mary Collings House**

- 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 garbage/recycling from the front of EDR to a covered area on Pleasant Street for garbage/recycling pickup. EDR accumulates such an abundance of garbage through its operations that it is a hazard to keep the garbage/recycling in the front of the building.

In order to install the necessary fire pump, a transformer is needed, which is on back-order from Delmarva Power. Therefore, the project may not be completed until March.

■ **Paul VI House**

- To provide additional housing for five religious sisters, who will staff childcares/House of Joseph II. The new community, Sisters of the Infant Jesus from Andhra Pradesh, India, is expected to arrive after November 1. We are also on hold because of necessary upgrades needed to operate the elevator.

■ **Nazareth House I**

- 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. We project it will be completed by November 1.

■ **House of Joseph Holistic Housing**

- To serve formerly homeless men
When we reopen, hopefully, November 1, we will have seven units.

Emmanuel Dining Room South

At our last meeting, we discussed the possibility of the owners converting a property into a parking lot, which is badly needed so that our faith-based community that provides the meals has a place to park.

Vandever Avenue – report from the Executive Committee

MOC received a letter stating that the Vandever Ave. property is being offered to MOC. The Executive Committee passed a resolution at its August 22 meeting to move forward with due diligence. Various uses for the property are being considered, including offices for the property management of Village of St. John, Villa Maria and the future Village of Francis and Clare. Utilities are minimal, so carrying costs would not be an issue.

MOC completed the due diligence and are happy to report there is no environmental issue. The use of the building is zoned for commercial/residential. Parking is available at the Village of St. John parking lot. MOC is also discussing the use of the parking lot at Job Corps.

Executive Committee passed a resolution to accept the property at their September 16 meeting.

The full board is asked to ratify the Executive Committee's resolution.

A motion was made by Greg Varallo to ratify the Executive Committee's decision to accept the building. Bill LaFond seconded. All in favor; none opposed; motion carried.

Alienation of property adjacent to Pierre Toussaint Dental Office

MOC had been given a piece of property adjacent to our dental office and turned it into a community garden and small park. Several months ago, the Land Bank, believing the property was theirs, proceeded to rip down the fence and the garden/park to use as a passage to the back property that they own.

Rick Gessner explained that their contractor got a little too enthusiastic when taking down the two buildings that belonged to Land Bank. Rick will abstain from voting since he is Chair of the Land Bank. He will request approval from his board the first week of October. He feels it is a fair deal for both.

The full board is asked to ratify the Executive Committee's resolution.

A motion was made by Greg Varallo to ratify the Executive Committee's resolution to sell the above property. Marilyn Monahan seconded. Twenty in favor; none opposed; one abstention; motion carried.

Secret Garden property. – ownership transferred

This property was loaned to us for use by our Child Care Center since the 1990s. Each year, the children had planted a garden there with the assistance of the Delaware Horticultural Society. The owner passed away and her husband contacted us to ascertain if we would accept the property. The Executive Committee passed a resolution to accept the property at their August 22 meeting.

The full board is asked to ratify the Executive Committee's resolution.

Rick Gessner recommended getting an appraisal to provide a tax receipt for the owner. Annie will check with the owner to see if he had gotten his own appraisal.

A motion was made by Megan McGlinchey to ratify the Executive Committee's resolution to accept the above property. Chip Connolly seconded. All in favor; none opposed; motion carried.

10) Grant-In-Aid annual request requires Board approval - John Bates

Please see enclosed Grant-In-Aid Funding Chart and Letter of Approval

A motion was made by Bill LaFond to approve the Letter of Board Approval for the application to Grant-in-Aid. Brendan Kennealey seconded. All in favor; none opposed; motion carried.

11) Human Resources—Br. Ronald

Hiring status of various positions was discussed.

12) Upcoming Events – Priscilla Rakestraw

-45th Anniversary of Ministry of Caring, Thursday, November 3, 6 pm, DuPont Country Club, Chaired by Barbra Andrisani and Marilyn Monahan

Combined Board Dinner Meeting, Thursday, November 17, 5:30 pm (Please test for Covid prior to attending the dinner).

There being no further business, the meeting was adjourned.

Respectfully submitted,
Deborah Philips
for The Hon. Kent Jordan, Sec'y