

THE MINISTRY OF CARING INC.



Board of Directors

MEETING

CORPORATE BOARD MINUTES

Thursday, September 21, 7:30pm

Attendance Confirmed: Bill LaFond, Pres., Danielle Nowaczyk, Vice Pres., Megan McGlinchey, Treas., Richard Forsten, Esq., Peter Grumbacher, Brian King, Frank Modesto, Kim Orth, Br. Rod Pieretti, OFM Cap., David Ross, John Sullivan, John Sweeney

Attending via Zoom: Mark Calandra, Garry Lyons, Denny Nealon, Greg Varallo, Esq. (traveling)

Members excused: Rick Gessner, David Hack, The Hon., Bob Gilligan, The Hon. Kent Jordan, Brendan Kenneally, Connie McCarthy, Marilyn Monahan,

Approval of Minutes of May 2023 meeting—Bill LaFond, President

A motion was made by John Sullivan to approve the minutes as presented. Megan McGlinchey seconded. All in favor; none opposed; motion carried.

1) House of Joseph II – John Bates, Sr. Deputy Director

John Bates reported that CoC has placed HOJ II in Tier 2, which resulted in this program being defunded. We have repeatedly appealed and objected to this decision and have never been issued a valid reason as to why, when we have scored higher than other agencies, we have been defunded.

•Our residential program for persons living with HIV/AIDs, the only such program in the State of Delaware. It has been funded for 26 years. As of June 30, 2023, the total defunding took effect. We are working to identify permanent funds. Members who are willing to serve on the task force thus far:

- Bill LaFond
- Richard Forsten, Esq.
- Mark Calandra
- Bob Gilligan
- Mark Reardon, Esq.
- John Sweeney
- Brother Ronald and Management Team
- John Flaherty (non-board member)
- Mary McDonough, Esq. (non-board member)

- The first meeting of the task force was held on 8/24/23 – Richard Forsten, Esq.

The task force is putting together a one-page summary of how HOJ II is vital to the community. We are gathering letters/testimonials from residents to back this up. We are researching other funding.

2) **St. Francis Housing**

Our residential program, St. Francis Apartments, for mothers and children – defunded on June 30, 2023. This program has been funded for 29 years.

- **St. Francis Apartments:**
 - **101-105 N. Jackson Street (8 units)**
 - **830 N. Spruce Street (1 unit, 2 bedrooms)**

3) **Mary Mother of Hope House Supportive Housing**

Residential program for formerly homeless women living at the Hope House I emergency shelter. This program has been funded for 32 years. HAD/CoC has defunded this program effective November 30, 2023.

John Bates expressed concern that our Rapid Re-Housing program has also been placed in Tier 2, through no fault of ours. He encouraged board members to confront CoC/HAD.

Discussion continued regarding our ongoing battle with CoC/HAD and funding going forward.

4) **Non-interest loan to the Village of St. John – Brother Ronald and Richard Forsten, Esq.**

The loan was put on hold, but we discovered that there are reimbursable monies from payments that will cover the debt.

We also urged Severn staff at the VSJ Board meeting last week to move on getting the 4 vacant units filled and proceed with the nominal rent increase.

5) **Villa Maria Project: the creation of a 74-unit low-income senior housing facility– Br. Ronald**

- Bi-weekly meetings are held

- The architect has finalized the construction documents and they are ready to go out to bid. Demolition of existing buildings on Market Street, along with the bidding process, are on hold.

- The one remaining item is to complete Phase II archaeological study. The fieldwork has been completed and now they are compiling a catalogue of 4,500 artifacts found, which needs to be submitted to SHPO. We're hoping to have the consultant complete the catalogue by October 2, which then will be sent to SHPO for a review to be completed by November 14, 2023.

SHPO will determine in October if a Phase III is necessary.

6) Finance Committee Report—Megan McGlinchey & Karen Smith, CPA, CFO, Deputy Director

- Financial Statements were reviewed.

Overall, the balance sheet continues to be strong, and all liabilities are able to be met.

- Draft IRS Form 990 was sent out for review.

- Draft 2024 Operating Budget was reviewed.

A motion was made by Megan McGlinchey to approve the budget. Frank Modesto seconded. All in favor; none opposed; motion carried.

Megan reported that Frank Modesto had done an analysis of banking services, prior to RFP being sent.

6) Audit Committee – Karen Smith

Audit was circulated with the Board's packet.

We received a clean opinion.

Karen said we have a very good relationship with our auditors and look forward to continuing to work with them for the next couple of years.

A motion was made by Megan McGlinchey to approve the audit. John Sweeney seconded. All in favor; none opposed; motion carried.

7) Advancement Committee – Greg Varallo

Greg will be scheduling a meeting in the near future.

- We have been informed by Chris Coons' office that we have not been selected to be funded for the infrastructure program from the earmark of the federal budget
- This puts repairs and renovations on hold, and we will only address emergency repairs unless we are focused on obtaining an outside grant for each project.

8) Property—Br. Ronald

Distribution Center

Distribution Center on 1410 N. Claymont Street was destroyed in a flood. Renovations are completed. We project an opening in September 2023.

They will be open Tuesdays-Fridays, beginning in October.

We will continue to offer showers and will have a clothing room, a furniture room, and a food closet. We have gotten many coats for the winter and CSC, thanks to Mark Calandra, has donated food, and Church of Jesus Christ of the Latter Day Saints is giving us meat from their storehouse. A butcher has also committed to share food on a regular basis, which we can distribute from the Distribution Center and also use at Emmanuel Dining Room.

Village of Francis and Clare – 201 Vandever Ave – A proposed low-income senior housing project

- Environmental study and abatement are in process by the owner, Land Bank. The project is on hold until it is shovel ready.

Bundled Projects are complete!

- 1000 W. 2nd Street – **Mary Collings House – Completed with Certificate of Occupancy (CO)**
- 403 N. Washington St. – **Josephine Bakhita House – Completed with CO**
- 898 Linden Street – **Nazareth House I – Completed with CO**
- 704 West St. – **House of Joseph Residence**

5 Vandever Avenue

- We are grateful to Delaware Architectural Foundation for the gift of the historical landmark building, Brandywine Academy. It was deeded to us on April 28, 2023. Future use will be to create an office for property management of our senior housing projects.

9) Board Resolutions

Ratification of the Executive Committee's Action

- Board Resolution for a Grant Request to First State Community Action Agency (FSCAA) - —John Bates, Senior Deputy Director of Programs

Richard Forsten made a motion to ratify the request to FSCAA. John Sweeney seconded. All in favor; none opposed; motion carried.

Ratification of Board President's Approval Letter for a Grant Request to Bank of America's Client Foundation

- Requesting a grant for Distribution Center Food Closet

A motion was made by Richard Forsten to ratify the president's letter of approval to request a grant from Bank of America's Client Foundation. Danielle Nowaczyk seconded. All in favor; none opposed; motion carried.

10) Succession Plan – Br. Ronald

Br. Ronald reported that the MOC Advisory Board met and elected Judge Colm Connolly as board chair. One of the projects they will be working on is the Succession/Search Plan for a COO.

This position is vital since most of the senior staff is at or past retirement age. For this reason, we have assigned staff to shadow those with the most years and experience at MOC.

11) Next Board Meeting and Elections – Bill LaFond

Annual Combined Boards Dinner Meeting: Thursday, November 16, 5:30 pm,

- ✦ Officers nominated for 2nd one-year term:

President: Bill LaFond
 Vice Pres: Danielle Nowaczyk
 Secretary: Mark Calandra
 Treasurer: Megan McGlinchey

Legal Counsel: Chip Connolly, Esq. (ex officio)

- Members nominated for 3rd three-year term:

William LaFond
 Dr. Garrett Lyons

- Members nominated for 2nd three-year term:
 Mark Calandra

- Our thanks to members whose terms have expired:

Connie McCarthy – for 15 years of service
 Frank Modesto – for 19 years of service
 Mark Reardon – for 21 years of service
 Gregory Varallo – for 15 years of service

Bill LaFond saluted and thanked the above members for their many years of service and expertise on this board.

12) Upcoming Events – Priscilla Rakestraw

Eleganza – Thursday, October 5 – 11 AM - Wilmington Country Club; Honorary chairs: Mary Abessinio and Mardee Abessinio Cool; Working Chairs Liz Carter, Gina Medori, Robin Richman – Designer Sophy Curson

Giving Machine – Thankfully through the Church of Jesus Christ of the Latter-Day Saints, the Ministry of Caring will benefit from the fundraiser of the Giving Machine that will be held in December. Location TBA.

Jingle Bell Brunch – Sunday December 3 – 11:30 AM – University & Whist Club - Chairs: Chris Meyer and Jen Battaglia

Bill LaFond asked everyone to introduce themselves at this, our first in-person meeting for many months.

There being no further business, the meeting was adjourned at 8:45 pm.