

THE MINISTRY OF CARING INC.



Board of Directors MEETING

CORPORATE BOARD MINUTES

Thursday, January 18, 2024, 7:30pm via Zoom

Attendance Confirmed: Bill LaFond, Pres., Danielle Nowaczyk, Esq., Vice Pres., Mark Calandra, Sec'y, Anne Connolly, Esq., Timothy Constantine, Matt Davis, Esq., Dr. Kaylia Duncan-Field, Richard Forsten, Esq., Rick Gessner, Dr. David Hack, The Hon. Kent Jordan, Brendan Kennealey, Brian King, Alan Levin, Esq., Dr. Garry Lyons, Marilyn Monahan, Kimberlee Orth, Br. Rod Pieretti, OFM Cap., Elaine Reilly, Esq., David Ross, John Sullivan, John Sweeney

Members excused: Megan McGlinchey, Treas., Peter Grumbacher, Dennis Nealon

Approval of Minutes: Bill LaFond, Pres.

A motion was made by Marilyn Monahan to approve the minutes of the November meeting as presented. Rick Gessner seconded. All in favor; none opposed; motion carried.

1. Welcome

- Welcome back to Judge Jordan
- Welcome to new board members
 - o Alan Levin, Esq.
 - o Elaine Reilly, Esq.
 - o Anne Connolly, Esq.
 - o Dr. Kaylia Duncan
 - o Tim Constantine
- Introduction of all board members
- Responsibilities and Expectations of board members (filed with minutes)
- Orientation and Committee Assignments (filed with minutes)
- 2024 Board Roster (filed with minutes)

2. Report on House of Joseph II Task Force – Br. Ronald

Br. Ronald gave a background of this facility that was open for men and women with HIV/AIDS. Dr. Hack is the doctor affiliated with this program, and we have had an RN and round the clock CNAs.

- Re-evaluation of 16 beds, 8 medical and 8 independent living

3. Ratification of the Executive Committee Resolution to assist Village of St. John (VSJ)

- Document of Resolution (reviewed by board). Discussion ensued.

4. Human Resources

- Hiring Chief Operating Officer – Eugene Halus – January 22, 2024
- Retirement of Senior Deputy Director of Program Services – John Bates – April 30, 2024
- Human Resources position vacant as of January 3, 2024 [This has been filled as of 2/12/24 by Kimberly Bowers].
- Replacement of a grant writer – Sarah Schultz – as of January 2, 2024 – Departure of Tara Quinn as of December 31, 2023
- Dentist – Application to INS for a dentist from India; we have been without a full-time dentist for three years. Our current dentist, Dr. Vu, works only one day a week.

5. Villa Maria – our proposed 74-unit senior housing project in Old Brandywine Village – Br. Ronald

Br. Ronald brought the new members up to speed on this project. As mentioned previously, we currently have 3 senior housing units:

- Sacred Heart Village I – 78 units on the West Side, opened in 2001 (105 on waiting list)
- Sacred Heart Village II – 26 units on the East Side (56 on waiting list)
- Village of St. John – 54 units converted from the former Episcopal Cathedral on the corner of Concord Ave. and Market St. (≈ 50 on waiting list)

6. Village of Francis and Clare – proposed property to create additional senior housing

- Property located at 201 Vandever Avenue
- Existing abandoned factory covers one entire side of the block, with the exception of one lot
- Owner, Land Bank, is obtaining approval from the City for demolition

- Ministry of Caring will not enter into any agreement nor obtain the property unless property is shovel-ready for new construction
- With this facility MOC would like to build two-bedroom units so that residents could age in place with live-in aides.

7. Ministry of Caring Programs – Br. Ronald

- **Distribution Center** is in full swing after being out of commission for several years, due to a major flood
 - o The construction has been completed
 - o We provide clothing, furniture, food, and showers – Hours of operation – Tues-Fri, 8am-3pm. Showers offered on Tuesdays and Wednesdays.
 - o Well stocked food pantry and walk in refrigerator freezer
- **House of Joseph Residence**, 704 West Street
 - o A 7-apartment residential program for men leaving the emergency shelter, House of Joseph I
 - o Renovation was completed in the fall 2023
 - o House is fully occupied
- **Josephine Bakhita House**, 403 Washington Street
 - Renovations completed and Certificate of Occupancy was given in the fall 2023
 - This building is an extension of 401 Washington Street
- **Former MOC Admin Building on Church Street**
 - Converting into a 4-bedroom house
- **St. Francis Housing– 24 Vouchers from WHA**
 - o **St. Francis Transitional Housing – Jackson Street – 8 units, lofts or 1-bedroom apartments**
 - o **St. Francis Transitional Housing – Spruce Street – 1 unit, 2 bedrooms**
 - o **Mary Mother of Hope Supportive Housing - 9 suites**
 - o **Barbara and Jack Kreuer House - 807 W. 6th Street – 1 house (2-bedrooms)**
 - o **Margaret Nusbaum House – 207 S. Van Buren Street – 1 house (2-bedrooms)**

- **Bangalore Lakshman House – 203 N. Jackson Street – 1 house (1-bedroom)**
- **Mary Collings House – 1000 W. 2nd Str – 1 house (1-bedroom)**
- **Dottie Wilson Apartment – 809 A N. Jefferson Street – 1 unit (2-bedrooms)**
- **Clarence McGowan Apartment – 1 unit (2-bedrooms)**

- **Impact Tracking File (filed with minutes)**

8. Property Maintenance

- 121 N. Jackson Street – Emmanuel Dining Room West in need of repair

9. Government Grants – Resolution to Apply

- City of Wilmington’s Department of Real Estate and Housing (filed with minutes)

A motion was made by Richard Forsten to adopt the resolution to apply. Judge Jordan seconded. All in favor; none opposed; motion carried.

10. Finance Committee Report – Mark Calandra (in the absence of Chair Megan McGlinchey) and Karen Smith, CPA

- Financial Statements (filed with minutes) were reviewed
 - Income Statement for the Period Ending October 31, 2023
 - Balance Sheet for the Period Ending October 31, 2023
 - Merrill Lynch Portfolio Report as of January 8, 2024
 - Recommendation from investment manager to move restricted money in the building reserve funds into 5% money market. Finance Committee concurred.

A motion was made by Marilyn Monahan to follow the recommendation to move the restricted funds in the building reserve to a 5% money market. Rick Gessner seconded. All in favor; none opposed; motion carried.

11. Advancement - Br. Ronald

- Giving Machine

This is a vending machine created by the Church of Jesus Christ of Latter-day Saints. It was placed in Philly during the holidays, wherein donors could purchase items/services for the homeless we serve.

Judge Jordan appreciated the opportunity to work with MOC on this project.

- Board support for four major guild events

- Recognition Banquet, January 25 at FXN – 5pm Valet Parking
 - Br. Ronald spoke of the honorees for the Caring Bowl
 - Immaculate Heart of Mary Outreach Group
 - Peter Popper
 - Jim Baker
 - Bob Gilligan
 - Jim Roszkowski
 - Homeless Jesus Award:
 - Sue Canning (former Caring Bowl recipient)
- Br. Ronald spoke of the importance of the board to show their support of the Guild by attending their events and encouraged members to attend.
- Emmanuel Dining Room Auction & Raffle - Sunday, April 28, 2024 – 2-6 pm
 - Eleganza Fashion Show – October 10, 2024
 - Jingle Bell Brunch – December 8, 2024

12. Upcoming Events

- Recognition Banquet, Thursday, January 25 at FXN – 5pm Valet Parking
 - Interfaith Prayer Service – Thursday, February 22, 6-7 pm, Sacred Heart Oratory - Judge Jordan
- Br. Ronald and Judge Jordan have been working with a number of faith leaders throughout the community. He encouraged members to attend and to bring family and friends. DelleDonne Parking is providing free parking nearby. Light refreshments will follow below the church at Francis X. Norton Center.
- Board Meeting - Thursday, March 21, via Zoom