

THE MINISTRY OF CARING INC.



Board of Directors

MEETING

*CORPORATE MINUTES*

**Thursday, September 18, 2025, 7:30pm**

Attendance Confirmed: William LaFond, Pres., Danielle Nowaczyk, Esq., Vice Pres., Megan McGlinchey, Treas., The Hon. James Baker, Anne Connolly, Esq., Timothy Constantine, Matthew Davis, Esq., Joseph DePaulo, Richard Forsten, Esq., Dr. David Hack, Alan Levin, Dr. Garry Lyons, Marilyn Monahan, Br. Rudolph Pieretti, OFM Cap., Elaine Reilly, Esq., John Sullivan, (Mark Calandra, Sec'y, Dennis Nealon, Dr. Kaylia Duncan-Field via Zoom)

Members excused: Richard Gessner, Rabbi Peter Grumbacher, The Hon. Kent Jordan, Brian King, Kimberlee Orth, David Ross, John Sweeney

**Approval of May 15, 2025, Board Minutes: Bill LaFond, Pres.**

A motion was made by Danielle Nowaczyk to approve the minutes as presented. Richard Forsten seconded. All in favor; none opposed; motion carried.

**Accept with Regret Resignation of Louretta Callis as of 1/1/26**

Unfortunately, she has to resign due to health issues. We are in the process of identifying a formerly homeless candidate.

**1. Update on the Construction of Villa Maria —Br. Ronald Giannone, OFM Cap.**

Today MOC received the news that the project has hit bedrock and groundwater. Removal of rock was completed today. Water issue is still being worked on. Br. Ronald mentioned that the rock issue also happened when Sacred Heart Village II was being built.

**2. Emmanuel Dining Room – East, 226 N. Walnut St.— Priscilla Rakestraw**

As reported at the last meeting, the Mayor, John Carney, would like to open Emmanuel Dining Room East at 602 East 4<sup>th</sup> Street and a day center.

Priscilla gave a brief history of the former EDR – East, now closed. The building the mayor has proposed needs renovation and he is raising money for this purpose.

Mayor Baker felt the current mayor could get the money from the City Bond Bill through a bond anticipation note. He offered to speak with Mayor Carney and city council members.

It is hoped that YWCA would run the day center.

### **3. Village of Francis and Clare—Br. Ronald**

This will be the first low-income housing high-rise in the city.

#### **Resolution needed to transfer 907 Jefferson Street from Ministry of Caring Inc. to Sacred Heart Housing Inc.**

All members present signed the document.

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

As required due diligence is in the process of being performed:

- 905 Jefferson Street - \$150,000 – Colonial Parking
- 909 Jefferson Street \$150,000 – Werb & Sullivan, Attorneys

Brightfields completed a Phase I which indicated that a Phase II should be performed, which is underway. A zoning variance is not needed since by right it is commercial property. Trinity Vicinity Neighborhood Association has endorsed this project, and a letter will be submitted to Delaware Review & Preservation Commission. The architect is already working on its submission.

- Plans are to build a 12-story high-rise for low-income senior living. Kevin Wilson, AIA, has designed the plans (51 units).

- Volunteer David Singleton has been appointed to oversee this project.

### **4. Results of Feasibility Study to explore the possibility of creating affordable housing at Gibraltar estate—Danielle Nowaczyk, Esq., Feasibility Committee**

The Committee unanimously recommended not to pursue the project for the following reasons:

1. Significant resources are already in place on other MOC projects.
2. Substantial objection from the neighborhood.
3. Likely high cost of restoring the historic mansion.
4. Potential environmental issues with the property.
5. Possible political cross-currents surrounding the development of this property.

A brief discussion ensued, endorsing the committee's recommendation.

### **5. Advancement Committee Report– Marilyn Monahan, Chair**

MOC received a grant to hire the most qualified Director of Development and support staff. The process of interviewing candidates is in process.

Marilyn is chairing the Jingle Bell Brunch, Sunday, December 7, University & Whist Club, 11 am to 2 pm, featuring a delicious meal, pictures with Santa and the silent auction. Benefits MOC's childcare program. Marilyn handed out a wish list of items needed. She made a plea for each board member to purchase a restaurant gift card for the silent auction.

Priscilla thanked Marilyn for chairing this event.

**6. Audit Committee Report – Marilyn Monahan (in the absence of Chair Rick Gessner)**

- Audit Statements for Year Ending December 31, 2024

The committee had a Zoom meeting with auditors Belfint, Lyons & Shuman, PA.

The auditors report was an unqualified, clean opinion.

The auditors made recommendations.

No findings from the previous year carried over into 2024.

A motion was made by Marilyn Monahan to approve the audit report. Jim Baker seconded. All in favor; none opposed; motion carried.

**7. Finance Committee Report – Megan McGlinchey, Chair**

Financial Statements:

- Income Statement for the Period Ending June 30, 2025
- Balance Sheet for the Period Ending June 30, 2025
- Proposed Budget for 2026 – January 1-December 31, 2026—Karen Smith, CFO

A discussion ensued. Br. Ronald recommended tabling the budget. He will review the budget with the Finance Department and a revised budget will be sent to board members.

A motion was made by Mayor Baker to approve the Finance Committee report as presented. Megan McGlinchey seconded. All in favor; none opposed; motion carried.

**8. Human Resources Committee – Br. Ronald (in the absence of John Sweeney, Chair)**

-Updating MOC Personnel Policies & Code of Ethics

Br. Ronald stated that it has been several years since this document has been revised. John Sweeney and the committee will review this document with the HR Director and other staff. Matt Boyer, Esq., has volunteered to be a part of the committee's review, with the goal of presenting the revisions to the board in January.

## 9. Addressing the Financial Shortfall from 2024 – Br. Ronald

- MOC has merged positions and frozen new hires.
- Frank Modesto & company will bid out all non-personnel costs and hope to find reductions there.

MOC is seeking support from various churches and foundations to assist us during these financial challenges.

Priscilla offered to assist Board members who wish to write an appeal letter to their colleagues.

## 10. Ratifications of Approval:

### **-Submission of a Grant Request to DSHA Home4Good:**

Homelessness Diversion  
Rapid Rehousing

A motion was made by Richard Forsten to ratify the submission of the Home4Good grant request. Jim Baker seconded. All in favor; none opposed; motion carried.

### **-Executive Committee of the MOC Board of Directors voted to pledge \$5 million from the Merrill Lynch investment portfolio to support the Village of Francis & Clare senior housing project.**

Br. Ronald explained that this was done in order to boost MOC's LIHTC application. MOC intends to raise this money.

A motion was made by Richard Forsten to ratify the Executive Committee's pledge funds from the Merrill Lynch account toward the Village of Francis & Clare project. Megan McGlinchey seconded. All in favor; none opposed; motion carried.

## 11. Upcoming Events – Priscilla Rakestraw

-Eleganza Fundraiser, Thursday, **October 16, 2025, 11 am**, Wilmington Country Club

Honorary Chair: Rita Wilkins

Co-chairs: Joanne Finnigan and Robin Richman

Br. Ronald congratulated Priscilla on her upcoming wedding next month.

### **- Annual Board Meeting, Thursday, November 20**

Liturgy – 5:00 pm – Sacred Heart Oratory

Dinner Meeting – 5:30 pm – Francis X. Norton Center

**The agenda for that meeting will include the election of Board Members.**

Br. Ronald thanked Chip Connolly, Esq., and his committee for their work.

**Renomination of Members for Three-Year Term (November 2025-November 2028):**

Matt Davis  
Richard Forsten  
Dennis Nealon  
Kim Orth  
David Ross  
John Sullivan

**We salute and thank those who have completed their terms:**

The Hon. James Baker  
Richard Gessner  
Rabbi Peter Grumbacher  
Br. Rudolph Pieretti, OFM Cap.  
Marilyn Monahan

**Election of Officers for First One-Year Term:**

Danielle Nowaczyk, Esq., - President  
The Hon. Kent Jordan – Vice President  
Anne Connolly, Esq., - Secretary  
Mark Calandra – Treasurer  
Arthur Connolly, III, Esq., - Legal Counsel (ex officio member of Executive Committee)

**Proposed New Board Members:**

Fr. Meena Gude, OFM Cap. (former director of Emmanuel Dining Room)  
Robert Harra  
The Hon. Ciro Poppiti

Priscilla thanked Mark Calandra and CSC for their box truck load for MOC's food pantry at Ruth Balick Distribution Center. They have a clever and creative competition each year of food "sculptures", which benefit our programs.