

Martin House, Inc.  
Board of Directors Meeting  
July 15, 2020 – 5:30 PM  
Via Zoom

<https://zoom.us/j/95839159238?pwd=SllddmJqT3hXeFJvcURxQWdwQVBiZz09>

Meeting ID: 958 3915 9238  
Password: 121381

## AGENDA

1. Review of Minutes
2. President's Report
3. Executive Director's Report
4. Committee Reports – As Needed
5. Old Business
6. New Business
7. Adjournment

Next Meeting: 5:30 p.m., September 16, 2020 at Thames River.

MISSION: To provide a nurturing community where individuals of limited income who have been alone, alienated, fearful, and dispossessed can develop healthy relationships, new dignity, and a renewed life. Our community will include people recovering from mental illness and addictions. This mission is accomplished by providing dignified housing, nutritious food, a safe, caring environment, and supportive services for 54 men and women who seldom experience any of these.

## **July Board of Director's Meeting Minutes**

**Martin House, Inc.**

**Wednesday, June 17, 2020**

**Via Zoom**

**Present:** Michael Bennett, Elle Crichton, Robert Fusari, Ornet Hines, Keith Lee, Mathew Lisee, Theresa Madonna, Gayle O'Neill, Marilyn St. Onge

**Excused:** Deb Eskra, Nancy Roberts, Margaret Sabe, Louise Summa

**Staff:** Paula Oberg, Astrid Aalund

**Guest:** Kathy Allen

Meeting called to order at 6:02pm by Robert Fusari, filling in for Nancy Roberts.

May 20, 2020 minutes were accepted.

### **Finance Committee**

Meeting agenda modified to allow presentation of financials and proposed budget for 2020-2021. Areas addressed included Profit and Loss, Balance Sheet and Cash flow. Proposed budget developed by Gayle and the Finance Committee, Astrid Aalund, and Paula Oberg. Gayle proposes that the budget be accepted. Areas highlighted, OPM grant in current budget will not apply to proposed budget, increase in both employee health ins and liability ins., 11%, increase in food budget, funds from investment used to balance the budget but may not need to be used. Will know more 12/2020. Theresa made a motion to accept the Martin House proposed budget, Marilyn, 2nd. Motion passed. Gayle also referenced she will be pursuing capital expenses in the coming year to be prepared for capital costs exceeding \$1000.

### **Executive Director's Report**

Written report provided to the Board. Paula presented a resolution to authorize Gayle O'Neill as MH Treasurer, and Paula Oberg to enter into and amend contractual instruments with the Department of Mental Health and Addiction Services of the State of Connecticut. The resolution needs to be signed by a Certifying Official and notarized on the same date. Theresa Madonna made a motion to accept, 2nd by Mike Bennett. Motion passed. Because the Board meeting is virtual arrangements will be made to have the resolution signed and notarized at a later date. Paula reports that consistent with the Board of Directors Calendar, June is the month when all Board members are asked to complete a new Conflict of Interest form and return it to Paula. Forms have been emailed out.

\*see note below

## **Investments**

Robert Fusari reports that investments are up about 19%. There will be a meeting of the Investment Committee before the next Board Meeting.

## **Development and Public Relations**

Theresa Madonna reports the committee met virtually and has identified two goals. The first is to broaden the donor base and the 2nd is to organize a focus group of young people to analyze ways to attract a younger donor pool. There was talk about a 2nd mailing as well as creating a new mailer sent out to new donors to inform them about MH. These would be in addition to the current Annual Appeal and the Annual Newsletter.

## **Governance**

Theresa Madonna reports that in the past June was the month for nominating officers and welcoming new Board members. This will be postponed till the July meeting. The committee has been in touch with potential Board Members who have expressed an interest in being on the Board. The committee will have more information by next month.

## **Facilities**

Mike extends his appreciation on behalf of the committee to the work that Paula and Martin House staff have done to make improvements to the facility. This is Mike's last Board Meeting as he has completed his maximum term. He will remain on the Facilities Committee and reports that Matt Lisee will be taking over as chair. Paula and all Board Members in attendance thanked Mike for his dedication to Martin House and wished him well.

Meeting adjourned at 6:26 PM.

Respectfully submitted,  
Paula Oberg

\*Note: the DMHAS Resolution had to be modified after the meeting to, "authorize Paula Oberg and Ornet Hines, Secretary", this note should be substituted for Gayle O'Neill and Paula Oberg in the Executive Directors paragraph.

**Martin House, Inc.**  
**July 2020**  
**Presidents Report**

What a year it has been. When elected Board President last July, initial plans were to streamline some processes and spend significant time strategizing with Paula and Kathy on how to capture donors and donations. Little did we know a worldwide Pandemic would change our lives for what may be and seems like forever.

How quickly we learned to adapt. As leaders do, we found new ways to communicate and move forward focusing on the greater task. Board and committee meetings continued as we navigated the virtual world. We added new words to our vocabulary, Zoom, Social Distancing, PPE and PPP. We acted quickly to complete applications for federal funds and we managed through the unending state mandates for health and safety, almost without incident.

Bravo my friends. I am proud to be part of a team of professionals with a never ending flow of commitment and passion.

Thank you for the privilege to serve as Board President and I look forward to supporting our new leaders this coming year.

Nancy

**Martin House, Inc.**

**July 2020**

**Executive Director's Report**

### **Facilities**

We have scheduled the remaining flooring installation to be complete by the end of this month. We have been compensated \$24,358.65 for completed work. I will submit proof of payment to OPM for the remainder of the grant, \$14,474.35 upon completion. I am also planning to have all new common area flooring waxed to protect the new flooring.

### **Martin House Adult Education**

We are not renewing our contract with Norwich Adult Education. The COVID-19 virus resulted in the Adult Education Facilitator unable to enter the building, consistent with property management's stipulation. We will modify our grants to reflect this change. Our focus will be more on Adult Life Skills. Still a work in progress, I will be looking for volunteers or students from local colleges to provide this support.

### **Martin House 38<sup>th</sup> Anniversary**

Although it was just us, the Anniversary went very well. Karl prepared a delicious meal. The entertainment was "passing the mic" to residents and staff who wanted to express their appreciation for Martin House. A common theme was "I don't know what I would do without Martin House, I probably would be dead"! Residents reflected on their experiences when they first arrived, usually in some state of crisis or certainly turmoil. They were vocal about the difference, for the better, they have experienced since making Martin House their "home".

### **COVID-19**

We continue to take all precautions necessary to maintain resident and staff safety. Wearing masks, following social distancing, and handwashing are the three primary approaches we are practicing. As of this date we have no cases of the virus. We are following the period of quarantine for any employee or resident traveling to an identified "hot spot". In lieu of a quarantine a person can choose to have a COVID-19 test, wait for the results and return if the test is negative.

### **United Way**

I will be submitting a results report to the UW containing our outcome information. The category Martin House falls under is Promoting Independence. We have 3 outcomes we track info for. I will provide you with results at the September Board meeting. UW has informed all partner agencies that they had to use their savings to manage level funding for this year. They have said they do not believe they will be able to do that for the following year. This will create a shortfall for Martin House and require a plan greater than planning another event or finding a few more donors.

## **Residents**

We are interviewing and accepting new residents to fill vacancies that were on hold since February. Lori and Constance are working hard to make sure new residents are from New London County and have not traveled to any of the identified hot spots. We are maintaining our COVID-19 free environment.

## **DMHAS RFP**

DMHAS has announced an RFP seeking programming for a 16-bed High Intensity Medical Residential Service. Funding is for three years, at \$1,187,328 each year. It is very much long shot as there will be preference for the service to be in or around the Hartford area. Others are however being encouraged to submit. Our selling point is that we have a facility that has what they are looking for, 16 bed in one place. They are also looking for services we currently do not have and may never have. I am looking into collaborating with another agency that would have the services we cannot supply. This is the first RFP that I have seen in more than four years we may qualify for. Since writing this info I have discovered that the one local agency I had hoped to partner with may not apply because the capacity for the new program would be clients from the Hartford area. The letter of intent is due on the 15<sup>th</sup>, the day of this meeting, so it is unlikely I will apply.

## **Employees**

We continue to have three employees who are out of work who have letters from their medical provider excusing them from work. They include a full-time person, a part-time person and a per-diem. This has been the case since February making it difficult in staffing programs with the resident/ staff ratio we prefer. In response to this we have hired one full-time residential assistant, one part-time, and one per-diem. If and when the employees who have letters from their doctors come back I will make every attempt to offer either the same position or a similar position if possible. We are also seeking a part-time kitchen assistant due to a vacancy in the kitchen.

See you in September!

Paula

**DEVELOPMENT REPORT  
MARTIN HOUSE, INC.  
JULY 2020**

**GRANTS RECEIVED:**

Martin House has received the one grant award since the last Board of Directors meeting.

- Regal Foundation – New Grant - \$2,500 - Food

**GRANTS WRITTEN:**

The following grant proposals have been written:

- BlumShapiro Foundation – New Grant - \$5,000 - Food

Seven grants are pending approval.

**DEVELOPMENT MEETING:**

The Development & Public Relations Committee postponed a meeting that was scheduled for July 8, 2020.

Respectfully Submitted,  
Cara-Lynn M. Turner  
Administrative/Development Assistant