

Martin House, Inc.
Board of Directors Meeting
March 20, ~~2018~~ 2019
At Thames River

AGENDA

1. Review of Minutes
2. President's Report
3. Executive Director's Report
4. Committee Reports
 - a) Finance – Gayle O’Neill
 - b) Investment – Bob Fusari
 - c) Development and Public Relations – Theresa Madonna
 - d) Board Development – Theresa Madonna and Marilyn St. Onge
 - e) Personnel – Theresa Madonna
 - f) Facilities – Mike Bennett
5. Old Business – Executive Session
6. New Business
7. Adjournment

Next Meeting: 5:30 p.m., April 17, 2019 at Martin House

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.

Board of Directors' Meeting Minutes

Martin House

Friday, November 9, 2018

At Thames River

The meeting was called to order at 6:12 pm by President Debbie Eskra

Present: Gayle O'Neill, Robert Fusari, Keith Lee, Debbie Eskra, Mike Bennett, Marilyn St. Onge, Theresa Madonna

Excused: Nancy Roberts, Louise Summa, Mike Bennett, Matthew Lisee, Ornet Hines

Staff: Executive Director Paula Oberg, Financial Manager Astrid Aalund

Guest: Kathy Allen and Auditors from Doherty, Beals & Banks PC: Audrey Leone and Stacey Gaulteri

Minutes: Motion was made by Robert Fusari to accept the minutes as presented; seconded by Keith Lee. The Motion carried.

President's Report: Deb welcomed the auditors and asked that they give a brief explanation of the purpose of an audit and why it is important that the organization undertake the audit process.

Auditors Report:

- No findings;
- In addition to the regular audit and 990, Martin House requires that a State Single Audit be undertaken because the organization receives more than \$300,000 of its funding from the State, additional testing for the single audit resulted in no findings;
- Financial challenges are still here, but the financial statements and audit look good;
- There has been a decrease in revenue and a corresponding decrease in expenses;
- Recommended that the board review the personnel policies in regards to the cap on compensated absences as this has a financial impact on the organization;
- Motion was made by Marilyn St. Onge and Seconded by Robert Fusari to approve the audit, the Connecticut Single Audit and 990 as presented with changes as discussed to note 5 on the audit and page 7 on supplemental audit. Motion carried.

Motion was made to go into executive session at 6:40 PM and invite the auditors to stay. Motion carried.

Board came out of executive session and reopened the meeting at 7:13

Executive Director's Report: Paula Oberg requested that the board make the following resolution:

Resolved, that the Board of Directors appoint Principal Life Insurance Company, PO Box 14526, Des Moines, IA 50392-0001 to act as trustee with respect to Martin House/Thames River Community services effective January 1, 2019.

Motion was made by Robert Fusari to approve said resolution; motion was seconded by Gayle O'Neill. Motion carried unanimously.

Adjournment:

The meeting was adjourned at 7:15 pm.

Respectfully submitted,

Theresa Madonna

Board of Directors' Meeting Minutes Martin House Wednesday January 16, 2019 at Martin House

The meeting was called to order at 5:45 pm by Keith Lee

Present: Robert Fusari, Keith Lee, Gayle O'Neill, Marilyn St. Onge, Matthew Lisee, Ornet Hines, Theresa Madonna, Nancy Roberts

Excused: Debbie Eskra, Louise Summa, Mike Bennett

Staff: Executive Director Paula Oberg

Guest: Kathy Allen

Minutes: ~~There are no minutes from our last meeting.~~ *Need to find out where minutes are. Found*

President's Report: In Deb's absence Keith agreed to email everyone asking Board members to update their current contact information and circulate the information to board members and Paula will update and circulate the subcommittee lists.

Executive Director's Report: Paula Oberg

1. Update on the project to renovate the bathrooms and the upcoming grant for some of this work.
2. Snowflake dinner fundraiser is going well but sponsorships and ticket sales are needed. Paula asked each board member to either be a sponsor or get a sponsorship if they can and members were asked to purchase tickets and attend the event to show their support.

Committee Reports:

Finance Report: Gayle O'Neill

Finance report was reviewed and discussed. Motion was made by Bob Fusari and seconded by Matt Lisee to accept the report as presented; motion carried.

Investment Committee: Robert Fusari

Review of 2018 portfolio performance. Between now and the next meeting the finance committee will review the cash flow statement to recommend whether funds from operating accounts should be transferred into investments. In regards to investment account, motion made by Bob Fusari to transfer \$50,000 from the liquid portion of our portfolio into a 1 year CD within the portfolio to benefit from the higher interest rate. Motion was seconded by Marilyn St. Onge and motion carried.

Development Committee: Theresa Madonna and Keith Lee

Nothing to report other than the snowflake dinner plans; committee to meet prior to our next board meeting.

Board Development & Succession Planning Committee and Personnel Committee: Theresa Madonna

The report of these two committees was given as one report because their work in some areas is overlapping.

The committee is recommending that the February board meeting be a board retreat addressing four areas that the committees have been working on:

1. Company vacation policy
2. Explore possibility of a governance committee
3. Succession planning....review and recommendations
4. Recruitment of new board members – processes and procedures

Rather than make recommendations in these areas to the full board, the committees are asking for a board retreat to get input on these topics from all board members.

Three Rivers Community College has graciously agreed to allow us to use one of their meeting rooms for this purpose at 5:30 on Feb. 20th.

Facilities: No report

Old Business: None

New Business:

Discussion of exploration of a possible second location for a Martin House program in the Middletown area. Bob Fusari and Paula Oberg will meet to look at the facility and report back to the board.

Adjournment:

The meeting was adjourned at 6:50 PM

Respectfully submitted,

Theresa Madonna

Martin House, Executive Director's Board Report, March 2019

Administration

Update on the DMHAS, bond funded bathroom renovations; Steven Hecimovich, AIA, Director of DMHAS Engineering Services, has received one quote for the project but is required to get another. He reports having a very busy schedule and will do his best to obtain that soon. At the request of the MH Facilities Committee I asked Steven if he could share any preliminary plans with the committee. Waiting to hear.

OPM funded Replacement Flooring; the dining room floor has been re tiled. That project was funded by two different grants, not OPM. We are now awaiting a quote to strip and wax the new flooring to allow for better longevity. I have received instructions from OPM about additional documentation they need to issue a contract for me to sign. We cannot begin that work until the contract is signed. Once signed we can go ahead and schedule the work, we already have selected a vendor. The terms of the contract requires we pay for 75% of the project and we will be reimbursed the 75%. Once the project is complete and we pay the remaining 25% we will be reimbursed for that amount. This renovation is a preventative action we are taking to reduce the chance for the return of mold we experienced last year, at significant cost. It will also reduce flooring replacement costs for coming years. We currently have carpeting throughout much of the building. Carpeting costs an average of \$400 for each resident room. We will now have the ability to clean and wax the tiles as needed at a significant reduction in cost.

We have replaced all furniture in the lounge. We did this because of a generous donation from Bob's Discount Furniture received last year. We also have moved the Coffee Cup Café and Helping Hand to the dining room area. This has allowed for an additional seating area in the lounge. There is a high top table in the smaller space for residents to enjoy food and drink, thus reducing the chance for food/drink spillage in the main lounge area. We have funds left over from the donation and will be adding pictures to the walls in coming months.

I am submitting a grant request to Workers Compensation Trust for a new phone system and partial funding for upgrade and additional cameras for safety in the facility. We were fortunate to be granted funding from the Trust two years ago to address employee safety but were not chosen last year. Let's hope for this year.

In recent months a former MH employee filed a case with the Commission on Human Rights and Opportunities resulting in a Case Assessment Review. The Commission issued a Release of Jurisdiction and the allotted time for state court filing has expired. I make every effort to document and address any potential employee complaints. That proved to be effective for the legal firm representing us.

Marketing

Of course the big news is The 3rd Annual Snowflake Dinner at Tony D's was a great success and a lot of fun! Theresa Madonna will inform the specifics to the Board at the next Board meeting 3/20/19. I would like to thank members of the MH Development Committee, Astrid and Cara-Lynn, all Board members who attended, sponsored and/or donated to the event. I would also like to thank Alice Soscia, a member of the MH Development Committee, for sharing her personal story about how she received benefit from MH many years ago.

Since my last report we have received:

- **Newsletter**
9 Responses totaling \$1,515
- **Annual Appeal**
2 Responses totaling \$1,050
- **Grants**
Putnam Bank Foundation for \$500, dehumidifiers
Rotary of the Stoningtons for \$500, Program Support
Dominion for \$2,500, Food
- **Donations** - \$700
- **Matching Gifts** - \$3,723.60

Astrid, Cara-Lynn and I will continue to apply for any grants we qualify for. The Development Committee will be meeting to discuss plans for the near future.

Program

Martin House is funded by DMHAS for the Recovery for Life Program. The MH Transitions Program is funded by that grant. The Transitional Support Specialist has been working under the supervision of the Director of Housing Supports, not a DMHAS funded program, because residents supported by Transitions were working on skills to move on to Housing Supports. This month that is changing. Transitions continues to be funded by DMHAS, but the Support Specialist will be working under the supervision of the Director of RFL. This will allow the Specialist to begin working with residents long before they are ready to transition. The Specialist will be part of the RFL team thereby having optimal information about and a relationship with RFL residents.

Consistent with our theme of using a proactive approach to avoid mold I have asked Program Directors to begin weekly resident room checks. Residents needing support to improve conditions in their rooms will be assisted by MH staff, their case managers, their family and informationally by their conservators, if they have one. My goal is to not have any mold outbreaks this year. I was able to negotiate a reduced cost for the MH share of mold remediation last year but I have been informed that MH will incur all costs for future outbreaks. I think I might look for a funder who would pay for a consultant to MH specific to preventative measures.

Respectfully,
Paula Oberg

Martin House - Balance Sheet as of February, 28, 2019

Assets	Sum of 2/28/2019	Sum of 2/28/2018
Checking	22,152.60	38,729.37
Savings	76,666.31	32,849.73
Petty Cash	500	775
Total Unrestricted Cash	99,318.91	72,354.10
Total Investment Fund (Unrestricted)	574,003.33	557,638.72
Health Savings Account	639.95	379.06
Grants	144,368.09	64,110.14
Total Restricted Cash	145,008.04	64,489.20
Assets - Accounts Receivable		
Due from Donations	997.00	1,512.00
Due from United Way	39,595.36	38,599.36
Due from Grants Receivable	759.5	-44,515.00
Due from Program Fees	-35.00	-3,807.14
Due from TRCS	505.21	12,537.40
Due from Other	1,340.00	289.98
Total Accounts Receivable	43,162.07	4,616.60
Assets - Other		
Undeposited Funds	4,800.00	4,096.19
Prepaid - Mail Account	32.05	32.05
Prepaid Expenses	11,985.31	0.00
Total Other Assets	16,817.36	4,128.24
Total Fixed Assets	35,069.33	42,847.94
Total Assets	913,379.04	746,074.80
Liabilities		
Payroll	0.00	0.00
Compensated Absences	26,401.97	29,178.44
Accrued Wages	0.00	1,721.75
Accounts Payable	13,670.67	1,683.17
Grant Payables	11,739.76	2,890.95
Grants Funds Received in Advance	102,884.53	0.00
Total Liabilities	154,696.93	35,474.31
Net Assets/Equity		
Unrestricted Net Assets	639,763.88	587,509.99
Unrestricted Net Assets - United Way Allocations	39,595.36	38,406.36
Unrestricted Net Assets - United Way Target	0.00	193.00
Temporarily Restricted	15,989.65	1,263.80
Year-end Internal Posting Acct		
Net Income	63,333.22	83,227.34
Net Assets	758,682.11	710,600.49

Martin House Profit & Loss as of February, 28, 2019

66.67%

	Sum of Jul 18 - Feb 19	Sum of Annual Budget	Sum of % of Annual Budget
Income			
Government Grants	408,086.50	613,420	66.53%
United Way	83,767.55	120,542	69.49%
Grants	29,900.00	46,000	65.00%
Donations	54,526.25	75,500	72.22%
Program Fees	235,125.38	362,460	64.87%
Miscellaneous	13,576.37	3,450	393.52%
Special Events	19,500.00	17,840	109.30%
Interest	212.11	120	176.76%
Income	844,694.16	1,239,332	68.16%

Investment Income			
Dividends and Interest Earned	18,632.61	2,400	776.36%
Realized Gains & (Losses)		0	
Unrealized Gains & (Losses)	213.80	0	
Gains/(Losses)	18,846.41	2,400	785.27%
Total Income	863,540.57	1,241,732	69.54%

Salaries and Wages			
Salaries	495,871.13	778,157	63.72%
Payroll Benefits	55,248.30	102,400	53.95%
Payroll Taxes	59,154.33	95,100	62.20%
Salaries & Wages	610,273.76	975,657	62.55%

Expenses			
Direct Assistance *	71,489.50	96,700	73.93%
Insurance	22,227.01	38,425	57.85%
Maintenance & Repair	14,908.51	12,400	120.23%
Professional Expenses	16,545.72	36,735	45.04%
Contracted Services *	6,481.50	12,900	50.24%
Education/Training	393.95	2,450	16.08%
Fundraising	7,838.13	7,200	108.86%
Travel	10,980.00	18,375	59.76%
Supplies	14,634.76	27,010	54.18%
InKind	218.18	0	
Other	14,902.97	13,880	107.37%
Other Expense	180,620.23	266,075	67.88%
Total Expense	790,893.99	1,241,732	63.69%

Depreciation	9,313.36
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Ordinary Income/(Loss)	72,646.58
Less: Depreciation	9,313.36
Net Profit/(Loss)	63,333.22

Martin House Profit & Loss as of February, 28, 2019

* Direct Assistance	
Appreciation Program	4,183.25
Education - Residents	12,529.34
Employment Program	1,127.66
Food	51,551.77
Direct Assistance	1,145.30
Activities	704.55
Room Supplies	247.63
	\$71,489.50

* Contracted Services	
Legal and Accounting	2,073.00
Payroll Services	3,673.05
Bank & Investment	224.80
Line of Credit (Int)	0.00
Computer Service	10,574.87
Consultant	0.00
	\$16,545.72