

**Martin House, Inc.**  
**Board of Directors Meeting**  
**January 19, 2022**  
**5:30 PM**  
**Via Zoom**

<https://us06web.zoom.us/j/83351507192?pwd=OXArN1E3THNDcVdHSzA5ajY1Z0xXUT0>  
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**Meeting ID: 833 5150 7192**  
**Passcode: 963160**

**AGENDA**

1. Review of Minutes
2. Presidents Report
3. Executive Directors Report
4. Committee Reports
  - a. Strategic Planning Committee
5. Old Business
6. New Business
  - a. Brewster Perkins email (Liability Insurance Adjuster from Smith Brothers)
  - b. Discussion Re: Jackson, Jackson & Wagner Consultants
7. Executive Session

Next Meeting: February 16, 2022 at Martin House, Inc.

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, Inc**  
**Wednesday, November 17, 2021**  
**Remote: Zoom meeting**

**Present:** Sheila Coleman, Deb Eskra, Keith Lee, Mathew Lisee, Eric McDermott, Sarah McDermott, Marilyn St. Onge

**Excused:** Elle Crichton, Gayle O'Neill, Louise Summa (on leave)

**Executive Director:** Jon Maderia

**Guest:** Kathy Allen Executive Director (Thames River Community Service)  
Audrey Leone, Stacey Gualteri of Doherty, Beals and Banks P.C.

The meeting was called to order by Board President, Mathew Lisee, at 5:35 PM.

Meeting recessed at 5:48 for MH Audit review.

Audrey Leone from Doherty, Beals and Banks, PC reviewed the 2021 audit.

**Review of Minutes:**

Minutes from the October meeting were accepted.

Revised minute changes were made, Nancy Roberts a past (B.O.D. member) from October's minutes was removed. Revised minutes were approved and accepted with motion from Eric McDermott.

**President's Report:** None

**Executive Director's Report:**

- Jon Maderia reviewed report with the board. (See E.D. report)
- Update from E.D. regarding COLA from D.M.H.A.S.
- Discussion from E.D. regarding difficulty of hiring. Mathew Lisee asked is it because we are losing existing staff. E.D. responded that Martin House was not losing current or older staff, but there were part time and per diem positions open.
- Jon reported that the agency is receiving a 4% COLA each from Department of Mental Health and Addiction Services (DMHAS)
- Jon reported all signatures are completed for banking and investments. The signers for both are Jon, Gayle, and Mat
- Jon reported that Board needed to approve the 990 that was sent with an email packet/link to review. There was one correction to Martin House 990 removed Nancy Roberts a past B.O.D. member

- Jon reported that all signers were added to the Dime Bank and Ameriprise investment accounts. The signers for both are Gayle O’Neill, Mathew Lisee and Jon Maderia
- Jon reported that electronic payroll will start at Martin House on 1/2022

**Committee Reports:**

**Finance Committee:** No report for Finance Committee due to audit.

**Strategic Planning Committee:** Mathew Lisee reported that the Committee reviewed communication from Stacey Smith from Jackson, Jackson, and Wagner. He reported that the committee has decided to ask her for a proposal for consultation.

**Investment Committee:** All investment signers for accounts completed.

**Development/Public Relations:** Development Committee will meet regarding Martin House Snowflake dinner.

**Board Development:** None

**Governance Committee:** Meeting Thursday November 24, 2021

**Facilities Committee:** None

**Old Business:** None

**New Business:** Audit presented by Doherty, Beals and Banks P.C Mathew Lisee made motion to except audit, Eric McDermott second motion. Motion passed and approved.

**Adjournment:**

The meeting was adjourned by Board President, Mathew Lisee, at 7:37 PM.

Respectfully submitted,  
Jon Maderia

**Martin House, Inc.**  
**January 19, 2022**  
**Executive Director's Report**

- Martin House posted a CPR trainer position in December and interviewed three internal candidates. This position is grant funded along with all supplies. The candidate that was selected is also The Martin House United Way Representative/Delegate. The trainer would become a certified CPR First Aid Trainer and take the American Red Cross training. Doing this would offset costs of paying Red Cross or another agency to train staff it could then all be completed in-house.
- Electronic payroll started at Martin House on 01/01/2022.
- Martin House received \$89,993.18 in donations for July through January 15, 2022, this amount includes our annual appeal.
- Martin House received approval for The American Rescue Act Facility Improvement Grant that was submitted to DMHAS totaling \$49,840.
- Executive Director is getting quotes from a local web developer (Miranda Creative) on updating the Martin House website.
- Executive Director is getting quotes from IM technologies (Martin House IT provider) for a possible technology space (internet assessable computers) using the community space on the third floor. This space could be used to offer computer training for residents and employment searches, resume building. For our RFL residents, employment training and job searching, is a DMHAS requirement per our contract.
- Martin House received Rapid test kits from DMHAS (Martin House has not had any resident exposures of the new COVID variant) per the date of this report.
- Executive Director is working on a mandatory vaccination policy (with Governance Committee guidance) along with the Martin House Safety Committee.
- Snowflake Dinner was postponed by the Development Committee, due to pandemic concerns. Committee is looking at outdoor spring venues. This news was shared on the Martin House website and Facebook page. The Committee will continue to meet and provide updates.

Respectfully submitted,

Jon Maderia

**DEVELOPMENT REPORT  
MARTIN HOUSE, INC.  
JANUARY 2022**

**GRANTS WRITTEN:**

- Ameriprise - \$5,000 – Basic Needs/Food Service Program
- Citizen’s Bank Foundation - \$10,000 – Core Programming
- Community Foundation of Eastern Connecticut’s Southeast General Fund - \$20,000 – Core Programming
- Eastern CT Realtors - \$1,000 – Cost of Training a Staff Person to Become Certified to Instruct In-House Classes/Supplies

**GRANTS RECEIVED:**

- Centreville Bank Foundation - \$1,500 - Basic Needs/Food Service Program
- Chelsea Groton Bank Foundation - \$10,000 - Basic Needs/Food Service Program
- Community Foundation of Eastern Connecticut’s Women & Girls Fund - \$6,000 – Medical Advocacy
- Dime Bank Foundation - \$5,000 - Basic Needs/Food Service Program
- R.S. Gernon Trust - \$6,000 – Basic Needs/Food Service Program
- Mystic Rotary Club - \$1,000 - Cost of Training a Staff Person to Become Certified to Instruct In-House Classes/Supplies
- Rotary Club of the Stoningtons - \$1,000 - Cost of Training a Staff Person to Become Certified to Instruct In-House Classes/Supplies

Martin House received \$89,993.18 in donations for July through January 15, 2022, this amount includes our annual appeal.

The Martin House Development & Public Relations Committee met on December 20, 2021 to primarily discuss the Snowflake Dinner. We have opted to postpone, due to the current uptick in COVID-19 cases. Please stay tuned for future updates.

Respectfully Submitted,

Cara-Lynn M. Turner  
Administrative/Development Assistant