

**Martin House, Inc.**  
**Board of Directors Meeting**  
**January 20, 2021 – 5:30 PM**  
**Via Zoom**

<https://zoom.us/j/95183968644?pwd=VTJiUzFSRIRFeFQ5djBYNkcvZnV2UT09>

Meeting ID: 951 8396 8644  
Passcode: 546758

**AGENDA**

1. Review of Minutes
2. Presidents Report
3. Executive Directors Report
  - a. Committee List Review
4. Committee Reports
5. Old Business
6. New Business

Next Meeting: 5:30 p.m., February 17, 2021 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.

**November Board of Director's Meeting Minutes**  
**Martin House, Inc.**  
**Wednesday, November**  
**Via Zoom**

Present: Elle Crichton, Robert Fusari, Mathew Lisee, Theresa Madonna, Eric McDermott, Sarah Dudley McDermott, Gayle O'Neill, Marilynn St. Onge

Excused: Debbie Eskra, Ornet Hines, Keith Lee, Nancy Roberts, Margaret Sabe, Louise Summa, Carol Whitham

Guests: Astrid Aalund, Kathy Allen, Stacey Gualtieri, Audrey Leone

Meeting called to order at 5:40pm, by Board President Mathew Lisee.

**Presentation of Audit**

Review of audit presented by Audrey Leone, CPA of Doherty, Beals and Banks, PC

Meeting suspended at 5:50pm to go into Executive Session.

Martin House meeting reconvenes.

Bob Fusari makes a motion to accept the August minutes, Elle seconds, minutes accepted. Bob makes a motion to accept the September 2020 minutes, Elle seconds, motion accepted.

**Presidents Report**

No report.

**Executive Directors Report**

Written report submitted prior to the virtual meeting. Paula asks for questions, being none, Paula goes on to report that Covid-19 presents risk for Martin House. Everything is being done to prevent a widespread exposure and contamination, for both residents and employees. UCFS in Norwich will be on-site at Martin House the week of November 30<sup>th</sup> to provide Covid-19 tests for all residents and staff.

**Development and Public Relations-Theresa Madonna**

We will not be holding the Snowflake Dinner this year due to the COVID-19 Pandemic. Instead, we will be promoting a "No-Show Gala". Paula will be contacting sponsors from last year and other Friends of Martin House asking them to support the non-event. The goal is to raise \$15,000. There are no other special events being planned at this time.

**Finance Committee-Gayle O'Neill**

No financial report for this meeting because of the audit presentation. Gayle will provide reports later.

**Investment Committee-Robert Fusari**

No meeting. Will do end of the year report in January.

**Old Business**

- Committee List-Mat Lisee
  - List needs to be updated. Some Board Committees are agency specific. Paula has current MH committee information. Bob suggests the committees be put on the portal. Paula will ask Cara-Lynn to do that.

**New Business**

- Marilyn asks to step down as co-chair of the Governance Committee for personal reasons. Suggests that Mat should co-chair that committee. Mat reports he is open to doing that if Nancy does not elect to do it. Eric McDermott has also been added to the Finance Committee.
  
- Louise Summa has requested a leave of absence. Board information will continue to be sent to her for her review.

There is no Martin House Board Meeting in December.

Meeting adjourned at 7:01pm.

Respectfully submitted,  
Paula Oberg

**Martin House**  
**January 2021**  
**Executive Directors Report**

**COVID-19**

We have experienced multiple problems as a result of COVID-19. They seemed to cluster most of December and are flowing over into January. Of the 48 residents we have, (we have six vacancies for obvious reasons), as of today, 35 have tested positive, not all at the same time, allowing quarantines to be staggered. We had two on-site testing dates, one set up by me and the other set up by DMHAS/SMHA. Testing also took place at UCFS, Greenville Drug and Dodd Stadium. With positive results came mandatory quarantines of 14 days. We attached signs on each resident's door to make sure anyone going in was in full PPE. Residents were allowed to use the bathroom, and for those who smoked they were allowed to do that on a scheduled basis. Meals were delivered each shift, having been served in disposable containers by kitchen personnel. Staff go through the building, usually on 2nd shift, to remove any accumulated food traces or other items that need disposal to keep the building clean. All common areas in the building have been closed off. Of course, no visitors other than essential providers. Our vendors are on hold until we have no one on quarantine. This is a report in a perfect world, in the world of Martin House it was difficult to get residents to keep their masks on and covering areas of the face that would reduce contamination. We have had two residents refuse additional testing. We had three residents admitted to Backus Hospital for symptoms related to COVID-19. One person remains there on a ventilator while they attempt to reduce her oxygen, with the hope of discontinuing the need for the ventilator. Her advanced age complicates her prognosis. Staff have also been hit by COVID-19. We had to send home different staff throughout this period of time due to exposures or symptoms while on the job. We also ran into a situation whereby another community provider, who also employs four Martin House employees, identified a timeline during which time those employees would not be allowed to work for their corporation until the quarantine at MH was complete.

We did get a lot of help from Uncas Health District, Southeastern Mental Health Authority and the Department of Mental Health and Addiction Services. That support included a two-week period of time they would have their cleaning service come seven days per week, they also encouraged us to apply for a grant specific to the needs of keeping the building clean. Astrid put the information together and DMHAS gave us \$18,302.00 to arrange for additional deep cleansing and use of a blue light decontaminate for office spaces. We also have been fortunate to receive PPE for our employees, who are now dressed with disposable hospital gowns, gloves, masks, and face shields.

It is unclear how long we will be required to continue at this level of preparedness. We take it a week, sometimes a day at a time. Thanks for your support.

### **Martin House COVID-19 Vaccinations**

I have registered with the State of Connecticut's Vaccination Administration Management System (VAMS), as a way to identify Martin House as a congregate living facility. Originally, the response time once you are registered was 24 hours, but there must be an overload of responses because I received a message that they were backed up. Not sure of the CDC guidelines for vaccinations for individuals who have already tested positive. Once a resident or employee tests positive they must quarantine. There also seems to be information differing between 10 days or 14 days. We have been using 14 days. Following that period you are not contagious nor should you take another test because it will likely be positive. We are being told that following quarantine you will not infect anyone else or get it again for a period of 90 days.

### **XMAS**

XMAS was very different at Martin House this year due to COVID-19. We usually communicate with multiple social service agencies and places of worship to provide gifts for residents. This year we requested gift cards to Walmart, Stop and Shop, or some local vendor. We received a total of \$3,690.00. Each resident received a \$25 gift card, and the remaining cards will be used for resident needs throughout the year. The cards are locked and require my permission to be used.

### **Development**

Cara-Lynn is providing you with a written report. Specific to the Snowflake Dinner, as stated in the November meeting, the committee has decided to go with a Non-Event this year. Cara-Lynn, Astrid and I will be getting on board with that soon.

### **Additional DMHAS Funding**

As reported in November's report, SMHA has approached us to consider providing them with a program model for a young man who needs services tailored to his needs. Constance Graves, Program Director for Recovery for Life, and I are working together on this. We have met the young man and Constance has spoken to his mother who is very involved in her son's life. I am waiting for some financial parameters from SMHA to determine if we will move forward.

### **Martin House Committees**

Please take a look at the MH Committee listing (page 8) for accuracy. If you send your feedback to Cara-Lynn before Wednesday's meeting we can make changes before the meeting. It is important that we have a list of Committees that accurately reflects Directors involvement, as well as a Committee Listing that reflects years 2020-2021. Once it is complete Cara-Lynn will put it on the portal as requested by the Board at the November meeting.

Respectfully submitted,  
Paula Oberg

**DEVELOPMENT REPORT  
MARTIN HOUSE, INC.  
JANUARY 2021**

**GRANTS RECEIVED:**

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

- Centreville Bank (Formerly Putnam Bank) - \$1,500 – Basic Needs/Food Security
- Community Foundation of Eastern Connecticut’s Women & Girls Fund - \$6,000 – Medical Advocacy
- Dime Bank Foundation - \$5,000 – Basic Needs/Food Security
- Dominion Energy - \$5,000 – Basic Needs/Food Security

**GRANTS WRITTEN:**

The following grant proposals have been written:

- Ameriprise - \$8,000 – Basic Needs/Food Security
- Community Foundation of Eastern Connecticut’s Southeast Area General Fund - \$8,000 – Medical Advocacy
- Rotary of the Stoningtons - \$1,000 – Computer Upgrade/Replacement

Ten grants are pending approval.

**NEWSLETTER:**

The 2020 Newsletter went out during the first week of December. We currently have received \$36,610. This includes an anonymous donation in the amount of \$25,000.

**ANNUAL APPEAL:**

To date, we have received \$9,497. This figure does not include employer matches.

**2020 DONOR REVIEW**

- 114 people who did not donate in 2019 gave in 2020, for a total of \$45,514. This includes a \$25,000 anonymous donation.
- 18 new donors.
- There was a \$5,000 increase in donations received as a response to the Annual Appeal and Newsletter (not including Anonymous donation).
- 2020 outdid 2019 in donations by \$39,094.
- 2020 outdid 2019 in grants by \$10,761.

## **SNOWFLAKE DINNER**

Regretfully, due to COVID-19, the Snowflake Dinner will not be in-person. Paula and I will be sending out a Non Event donation and sponsorship letter later this month. We will be giving all sponsors advertisement on both our website and Facebook page.

Without sending the letter out, we have already received two sponsorships, totaling \$1,450!

Respectfully Submitted,

Cara-Lynn M. Turner  
Administrative/Development Assistant

**MARTIN HOUSE BOARD COMMITTEES**  
2019-2020

GOVERNANCE	FACILITIES	MH DEVELOPMENT & PUBLIC RELATIONS
	Mat Lisee - Chair	
Theresa Madonna - Co-chair	Mike Bennett	Theresa Madonna - Chair
Marilynn St. Onge - Co-chair	Bob Fusari	Ornet Hines
Michael Bennett	Nort Wheeler	Keith Lee
Nancy Roberts		Sandra Sharr
Margaret Sabe		
Louise Summa*		
FINANCE	INVESTMENT	
Gayle O'Neill - Chair	Bob Fusari - Chair	
Bob Fusari	Keith Lee	
Theresa Madonna	Gayle O'Neill	
Nancy Roberts	Margaret Sabe	
Eric McDermott	Marilynn St. Onge	
Margaret Sabe		
Marilynn St. Onge		

\* on leave of absence

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Elle Crichton	ellen.crichton@gmail.com	860 501 -7747 (C) 860 501-7747 (W)
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