

Martin House, Inc.
Board of Directors Meeting
May 20, 2020
Via Telephone Conference Call
Dial-In Number: 1 (978) 990-5204
Access Code: 1315862

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. HR Issues
 - a. HR issues related to COVID-19.
 - b. Employee Benefits – Time (Vacation)
8. Adjournment

Next Meeting: 5:30 p.m., June 17, 2020 at Thames River Community Service.

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.

April Board of Director's Meeting Minutes

Martin House, Inc.

Wednesday, April 15, 2020

Via Conference Call

Present: Michael Bennet, Elle Crichton, Debra Eskra, Robert Fusari, Ornet Hines, Matt Lisee, Gayle O'Neill, Nancy Roberts, Marilynn St. Onge, Louise Summa

Excused: Keith Lee, Theresa Madonna, Margaret Sabe

Staff: Paula Oberg

Guest: Kathy Allen

Meeting called to order by Board President, Nancy Roberts, at 6:26 PM.

President's Report

Nancy identified that several meetings ago it was decided that the signers for Dime Bank and Liberty Bank should be the same. Matt will connect with Ornet to ensure that that happens soon. Nancy asks that committee chairs email current and accurate information to Paula identifying who the members are. This information will be updated, as needed, on the MH Board Portal.

Executive Director's Report

Paula referenced written report disseminated to entire Board with an invitation for any questions. Paula reviewed precautions that were in place at MH to address safety of residents and staff. She reported no known incidences of the Coronavirus at this time. Also referenced was Development Report submitted by Cara-Lynn Turner.

Investment Committee

Bob reported on the Investment Committee meeting that was held just prior to the larger Board meeting. Recommendations that no changes be made in investment activity at this time.

Finance Committee

Gayle presented written inquiries to Astrid in the areas of contracted services, equipment rental & maintenance, off site offices, computer and payroll service, legal and accounting. She also questioned an over 90 day refund. Astrid responded to all questions.

Facilities Committee

Mike reported that Martin House Kitchen Manager, Karl has submitted a detailed five year plan, giving details that will be used by the committee and will be shared with the finance committee to incorporate into budget planning. Bob Fusari praised the report and invited Karl to attend a Board meeting in the future to further explain his report and give the Board a chance to show their appreciation for his hard work.

No Old Business.

No New Business.

Meeting adjourned at 7:10 pm.

Respectfully submitted,
Paula Oberg

Board of Director's Meeting Minutes

Special Meeting

Martin House, Inc.

Monday, April 20, 2020

Via Conference Call

Present: Michael Bennett, Elle Crichton, Debra Eskra, Robert Fusari, Keith Lee, Ornet Hines, Matt Lisee, Gayle O'Neill, Theresa Madonna, Nancy Roberts, Marilyn St. Onge, Louise Summa

Excused: Margaret Sabe

Staff: Paula Oberg

Guest: Kathy Allen

Meeting called to order by Board President Nancy Roberts, at 12:05pm.

New Business

Discussion about the CARES Act Loan, Small Business Administration, Paycheck Protection Program as it applies to Martin House.

Deb Eskra made a motion that was seconded, that the Board of Martin House, Inc. authorizes the submission of an application for a loan offered by SBA for the Payroll Protection Program; furthermore the Board authorizes Paula Oberg to execute any and all documents related to the application and closing on said loan. The motion carried. Paula Oberg read the proposed Corporate Resolution concerning the PPP into the minutes. A motion was made by Theresa Madonna and seconded to adopt the Resolution, (see attached and incorporated by reference). The motion carried.

Motion to adjourn was made, seconded and approved at 12:32pm.

Submitted by,
Paula Oberg

Martin House May 2020 Executive Director's Report

Pleased to report that we have had no residents or staff who have tested positive for the virus. One employee reported her roommate tested positive, she self-quarantined for 14 days. A total of two employees were tested, both negative. No residents have been tested. We did have serious health related issues with two residents. One person experienced a stroke, has been hospitalized and is due to return soon. The other experienced a change in his mental status, unable to communicate or take care of his personal needs. After three ambulance calls with admissions to Backus, he has since been living at a local skilled nursing facility.

We continue to practice social distancing, wear face coverings, wipe down surfaces, take temperatures, use disposable dishware and do not allow anyone in the building other than residents and staff. We were informed by DMHAS that staff or residents could be tested for COVID-19, but they would need to go to New Haven. If not symptomatic, they should not make an appointment. For those that do make an appointment, there would be a maximum of two people per car allowed, however, they prefer just one person per car. Because of these requirements, we have not pursued this option. In the event a resident or staff person does become ill we would refer them to their family physician for assessment and if need be, go for testing.

Karl, MH Kitchen Manager, received a phone call from Chef Lee, from the Norwich Inn and Spa. He estimates the in-kind donations we received in food and products totaled \$4,200.

A new situation that has presented itself in conjunction with the Covid-19 virus consists of some employees providing me with notes from their physicians stating that they should be excused from work for a set period of time related to the virus but they themselves do not have the virus. We currently have three employees in this category. At the end of one timeline they produce another letter further extending the date for return. Additionally, they are applying for unemployment. I have been informed by Equifax, our unemployment vendor, that they need to do this to be eligible for the federal compensation. This allowance for individuals, while helping the person, creates difficulty for our agency. We are short staffed at a time we are experiencing increased stress. Also the length of time employees are out create a hardship on those employees coming to work following their regular schedule. We are headed into summer when staff will be applying for time off, which will further compound the problem.

The Development and Public Relation Committee will be meeting just prior to this month's Board Meeting. One item on the agenda is the MH Anniversary, traditionally held on July 1st. It seems unlikely we will be able to invite outsiders either as guests or to prepare the meal. Foxwoods Resort and Casino is closed as is the Norwich Inn and Spa, two of the "Friends of Martin House" groups of chefs who participate. If they are not able to participate the cost of the event will need to be incurred by MH, something we have not done for the past several years. I will keep you posted.

TCM, Targeted Case Management, MH now has a non-medical provider number. Staff trainings have been put on hold due to Covid-19. We will be informed when they are scheduled.

I have applied for and been granted vacation time for July. My vacation will begin 7/17/20 returning 8/3/20. Martin House Program Directors will assume responsibility for the safety of the programs. I will be about 40 minutes away and can be available for emergencies.

PPP information as requested:

Pay date 05/07/20

Gross Payroll	29045.64
Less Restricted Funds	7634.45
Allocated Fringe	1397.23
PPP Eligible	9031.68
PPP Funds Remaining	27268.32

You will be provided with instructions about how to join the next Board Meeting to be held May 20th at 5:30 pm in the comfort of your home or any place you like! Stay well!

Respectfully Submitted,
Paula Oberg

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

GRANTS RECEIVED:

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

- William Casper Graustein Memorial Fund –
\$1,000 (COVID-19 – Disinfectant/Sanitizing Cleaning Supplies)

GRANTS WRITTEN:

The following grant proposals have been written:

- Neighbors for Neighbors Fund - \$15,000 – Food
- Norwich Rotary Foundation - \$1,000 – Food

Nine grants are pending approval.

DEVELOPMENT MEETING:

The Development & Public Relations Committee will be meeting, via Zoom, on Wednesday, May 20, 2020 at 4:30 PM. Topics to be discussed are:

- Review of the Snowflake Dinner
- Annual Appeal
- MH 38th Anniversary
- Development Budget for the new fiscal year

Respectfully Submitted,

Cara-Lynn M. Turner
Administrative/Development Assistant