

**Martin House, Inc.
Board of Directors Meeting
November 17, 2021
at Martin House**

Masks Must Be Worn Inside of Martin House at All Times, Regardless of Vaccination Status

AGENDA

1. Review of Minutes
2. Presidents Report
3. Executive Directors Report
4. Committee Reports
5. Old Business
6. New Business
7. Executive Session

Next Meeting: January 19, 2022 at Thames River Family Program

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, October 20, 2021
Virtual Meeting

Attending: Sheila Coleman, Ellen Crichton, Debbie Eskra, Mat Lisee, Courtney MacNeill, Eric McDermott, Sarah Dudley McDermott, Gayle O’Niell, Marilyn St. Onge

Excused: Bob Fusari, Keith Lee

Meeting called to order at 5:40PM, by Board President, Mat Lisee.

Review of Minutes

- Minutes from the September 2021 meeting were accepted.

Presidents Report

- No Report.

Executive Directors Report

- Jon Maderia reviewed report with the board. (See E.D. report)
- Discussion about Facilities management.
 - Currently Konover repairs some facilities issues per M.H. lease. Its unclear on what they are/aren’t responsible for.
 - Eric McDermot suggested we go to the state for clarification if Konover isn’t clear on repairs and to review the lease.
 - Mat Lisee volunteered to review and try to clarify the lease. Mat also shared he knows the person that oversees the state leases and will contact them directly.
- Jon Maderia shared that it’s important it is clarified. The air handler units in the attic of M.H. are not running and this is concerning.
- GRANTS WRITTEN:
 - Community Foundation of Eastern Connecticut – \$6,500 - Southeast Area Women & Girls Fund – Medical Advocacy
 - Dime Bank Foundation – \$5,000 - Basic Needs/Food Service Program
- GRANTS RECEIVED
 - Charter Oak Foundation - \$2,500 – Medical Advocacy
 - Chelsea Groton Bank Foundation - \$10,000 – Basic Needs/Food Service Program
 - Swindell’s Charitable Foundation - \$3,500 - Basic Needs/Food Service Program

Finance Committee:

- Gayle O’Niell recommended that the investment committee meet with the investment broker to check investments and balances.
- Presentation by Gayle on profit and loss statements, budget to date, net profit, accounts payable, operating reserves three (3) months.
- Audit still showing need payment until audit is complete.
- Gayle recommended that the board finance go to review of short forms.

Investment Committee:

- Committee meeting scheduled for November 3, 2021.

Development & Public Relations Committee:

- Debbie Eskra stated that she will set up a committee meeting this coming month.

Board Development:

- Committee has not met.

Governance Committee:

- Meeting scheduled for Thursday, October 28, 2021.

Facilities Committee:

- Has not met.

Old Business:

- None

New Business:

- Debbie Eskra makes a motion to have new Executive Director be a singer for investments. Marilyn seconded motion. Motion carries.
- Mat Lisee made a motion for Gayle O’Niell to be a second signer for the investment account. Shelia Colman seconded. Motion carries.

The meeting was adjourned at 6:40PM, by Board President, Mat Lisee.

Respectfully Submitted,

Jon Maderia
Executive Director

Executive Director's Report
Martin House, Inc.
November 2021

- DMHAS will give COLA contract increase for staff wages, retro from July 1, 2021. Increase probably wouldn't take effect until January 2022. A board motion would need to be made to authorize myself and the board treasurer to sign contracts and need to be signed by the board Secretary. DMHAS will send Martin House the form for the changes, and I will contact the committee members for the follow up and signatures.
- DMHAS COVID additional funding application, will be submitted 11/19 for specific COVID related items, portable air purification systems for building, funding for increasing custodians' hours, mattresses, and other health related supplies for programs.
- **Follow up-** All staff up to date with training.
- **Follow up-** Annual appeal completed and sent out.
- **Follow up-** Konover is currently inspecting HVAC units at Martin House to hopefully repair the system.
- Working on planning (Dev Committee) the Snowflake dinner fundraiser.
- Staff retention working on something to celebrate staff work anniversaries. (5 -10-15 years etc.)
- Staff recruiting at local community colleges.
- Martin House directors are working on creating job descriptions. Currently all direct care staff are considered residential aides but have different job responsibilities.
- Meeting with two payroll vendors (Paymaster, Paychex) on estimates and demos on electronic timekeeping.

Respectfully submitted,

Jon Maderia

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

GRANTS WRITTEN:

- Bodenwine Public Benevolent Foundation - \$1,000 – Medical Advocacy
- Dominion Energy - \$5,000 – Food Service Program.
- Mystic Rotary Club - \$1,000 – Cost of Training a Staff Person to Become CPR Certified to Instruct In-House Classes.
- Niantic Rotary Club - \$1,000 – Cost of Training a Staff Person to Become CPR Certified to Instruct In-House Classes.
- Frank Loomis Palmer Fund - \$3,500 – Food Service Program
- Rotary Club of the Stoningtons - \$1,000 – Cost of Training a Staff Person to Become CPR Certified to Instruct In-House Classes.

GRANTS RECEIVED:

- Catholic Campaign for Human Development - \$900 – Food Service Program
- The Kathryn Williams Charitable Fund - \$250 – General Program Support

The Annual Appeal has been mailed and we have started receiving contributions this week! If you have not received one, but would like to, please email this writer directly at caralynnt@martinhousect.org. If you, a loved one, or a friend would like to join our mailing list, please email Astrid Aalund at astrida@trfp.org.

As many of you know, planning for the 6th Annual Snowflake Dinner is soon underway! Please see future Development & Public Relations Committee reports to stay up to date.

Respectfully Submitted,

Cara-Lynn M. Turner
Administrative/Development Assistant