

Martin House, Inc.
Board of Directors Meeting
July 21, 2021

Please Refer to Kathy Allen's BOD Packet

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: 5:30 PM, September 15, 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.

Board of Directors Meeting Minutes

Martin House, Inc.

Wednesday, June 16, 2021

Virtual, Via Microsoft Teams

Present: Sheila Coleman, Deb Eskra, Bob Fusari, Keith Lee, Mat Lisee, Courtney MacNeill, Theresa Madonna, Eric McDermott, Sarah McDermott, Gayle O'Neill, Margaret Sabe, Marilynn St. Onge

Excused: Elle Chrichton, Ornet Hines, Louise Summa

Guest: Kathy Allen

Meeting called to order at 5:38 pm by Board President, Mat Lisee.

Mat asked for a motion to accept minutes from May 19th BOD meeting. Corrections noted. Theresa made a motion to accept the minutes as corrected, Deb, seconded. Motion passed.

Presidents Report

- No Report

Executive Directors Report

- Martin House is celebrating their 39th Anniversary on Wednesday, June 30th at 3:30 pm at Martin House. The event is rain or shine. Any Director on the Board is invited and may choose to say a few words.
- The Conflict of Interest was sent out to all Board Directors. Please sign and return to Paula.
- Cara-Lynn will be awarded the 2021 Daniel Jenkins Memorial Award at the June 18th NAACP, Juneteenth commemoration and flag raising in front of the Norwich City Hall. We all congratulate her.
- Paula is asking for the Board to act on a DMHAS Resolution for the 2021-2022 Contract, giving Paula Oberg and Gayle O'Neill authorization to enter and amend contractual instruments with the Department of Mental Health and Addiction Services of the State of Connecticut. This applies to the Martin House Recovery for Life Program. Theresa makes a motion to approve, Deb 2nds. Motion passes.
- Vicki Hyland is planning a Celebration of Life in Memory of Tom Hyland on August 14th, 2021 at the Mystic Marriot, from 11 am until 2pm, with the option of staying longer, till about 5pm. She invites the Board and any others who knew Tom to attend. She did not mention the need to RSVP.

Committee Reports

Governance Committee

- Theresa nominates Attorney Richard Pascal to a three year term to the MH BOD, 2nd by Sheila, motion carries.
- Theresa nominates Marilynn St. Onge to another three year term to the MH BOD, Bob seconds, motion carries.

- Theresa explained how the BOD class years are determined. Even though she will no longer be on the Board effective July 1, 2021 she will be available to provide clarification about the class structures.
- Governance Committee/Theresa, nominates Mat Lisee as Board President, Bob seconds, motion passed.
- Governance Committee/Theresa nominates Eric McDermott and Ornet Hines for Vice President of the Board. Deb seconds. The vote was taken electronically with confidentiality. Eric McDermott is elected, motion carries.
- Governance Committee/Theresa nominates Ornet Hines as Board Secretary, Deb seconds. Motion carries.
- Governance Committee/Theresa nominates Gayle O'Neill as Board Treasurer, seconded by Deb, motion carries.
- Theresa reminds the Board that the bi-laws allow for a maximum of twenty members on the Board. There is currently room for additions.

Finance/Investment Committee

- Gayle presented a packet outlining the status of MH finances. Discussion followed.
- Gayle reports that there will be a meeting of the Finance Committee before July 1, 2021.
- The 2021-2022 budget will be presented to the Board next meeting.
- Bob identified that even though he is going off the Board he will remain in the Investment Committee. He cannot however be the Chair. He reports there should be an Investment Committee meeting in July.

Strategic Planning Committee

- The Posting for the Interim Executive Director has been posted internally.
- Eric has not had the chance to post it externally. The Indeed option is no longer free.
- Sarah stated that there may be other posting options that they used for the TR Development position.
- The Committee will take responsibility to post the position and Paula agrees to sign a check. The Board felt up to \$500 dependent on the number of returns they receive.
- Mat states that the RFP will also be sent out.

Old Business

- None

New Business

- None

Executive Session

Deb makes a motion to adjourn, Eric seconds. Meeting adjourned at 6:10pm.

Respectfully,
Paula Oberg

Executive Directors Report
Martin House
July 2021

The Martin House 39th Anniversary was enjoyed by all. Our event took place on the patio with Karl and Brian grilling chicken and hotdogs. They had made some great summer salads! Beverages and ice cream sundaes for dessert were complimented by a MH cake. I had announced my leaving to residents a day before the anniversary and included a bit of farewell and thanks for the opportunity in my speech. Thus far the residents are being very complimentary and wish me the best. They are most interested in who will be replacing me. I let them know there was a search taking place and as soon as I know something I will pass it on.

We have done some year end facility deep cleaning during the past month. A combination of year end DMHAS money and additional grants we received due to COVID have been used to clean the kitchen and dining room, both stairways and walls, lounge and have had the floors waxed and buffed. We are turning in our front loading washers and dryers in exchange for top loaders. This is in response to flooding in the laundry room due to the front loader doors not being completely closed. This change has also resulted in a vendor change with the goal of getting a quicker response when a machine is in disrepair. We were able to keep the cost to residents unchanged, a benefit for them.

Both Housing Supports and Recovery for Life are doing well. Even though 99.9% of residents and staff have been completely vaccinated we are still wearing masks in the building. This is required by State of CT, Department of Administrative Services. We continue to be vigilant for any signs or symptoms of illness for both groups.

Regrets for not including good news about receiving our United Way Letter of Award in last month's report. We will receive a total of \$121,556 for the coming year. The amount is but \$54 less than last year. We had prepared ourselves to be significantly cut based on what the staff of United Way had been reporting. I am in the process of putting together info for the final report due August 31st.

I will be on vacation beginning 7/23 returning 8/9. Lori, Constance, Karl, and Astrid will be the responsible staff, as they are whether I am on vacation or not! Although I prefer to not be called upon to respond to work, I will be in the area and available by phone, 860-949-4659.

Respectfully,
Paula Oberg

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

GRANTS WRITTEN:

- Catholic Campaign for Human Development - \$1,200 – Basic Needs/Food Service Program
- Charter Oak Credit Union Foundation - \$5,000 – Medical Advocacy
- Liberty Bank Foundation - \$5,000 – Basic Needs/Food Service Program
- Swindells Charitable Trust - \$3,500 – Basic Needs/Food Service Program

BlumShapiro has been taken over by another company that does not have a foundation.

GRANTS RECEIVED:

- Community Foundation of Eastern Connecticut's Southeast General - \$6,000 – Medical Advocacy
- Ledyard Rotary Club - \$1,000 – Medical Advocacy
- George & Grace Long Foundation - \$3,500 – Medical Advocacy

Respectfully Submitted,

Cara-Lynn M. Turner
Administrative/Development Assistant

RESOLUTION

I hereby Certify that at a meeting of the Board of Directors of Martin House, Inc.
duly called and held on June 16, 2021 at Norwich, Connecticut
the following resolution was duly adopted in conformity with the charter and bylaws of said corporation and is
in full force and effect.

RESOLVED that Paula Oberg the Executive Director
of Martin House, Inc. or Gayle O'Neill, the
Treasurer, is authorized to enter into and amend contractual instruments with the Department of
Mental Health and Addiction Services of the State of Connecticut.

6/16/2021
Date

SEAL

[Signature]
Certifying Official
Ornet Hines
Typed Name
Secretary
Title

STATE OF CONNECTICUT

County of New London

Personally appeared before me this 16th day of June, 2021

Ornet Hines of
Montville, CT

and made oath that the above is a true copy from the records of the Corporation.

JOAN PRZYLUCKI
NOTARY PUBLIC
MY COMMISSION EXPIRES 11/30/2024

Expiration Date of Notary Public (if applicable)

[Signature]
Notary Public of Office of the Court (Attorney)

**REPORT OF THE
GOVERNANCE COMMITTEE
July 1, 2021**

- I. Re-election of Directors:
- a. The Governance hereby nominates for election to his first three (3) year term as Director: Attorney Richard Pascal
 - b. The Governance Committee hereby nominates for election to a second three (3) year term as Director: Mathew Lisee
 - c. The Planning and Board Development Committee hereby nominates for election to a one (1) year term: Marilyn St.Onge

II. Assignment of Directors to Class Years: The following is a listing of current Directors as well as their class, i.e. the year in which their current term expires, and the number of their current term (in parenthesis), i.e. zero (if completing a former Director's term), first or second three (3) year term and the number of their supplemental one (1) term if two (2) three (3) year terms have been completed:

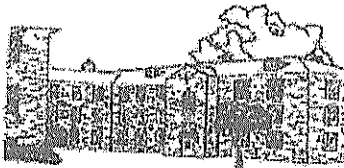
Class of 2022	Class of 2023	Class of 2024
Keith Lee (2)	Eric McDermott (1)	Richard Pascal (1)
*Courtney McNeill (1)	Sarah McDermott (1)	Mathew Lisee (2)
Ellen Crichton (1)	Debbie Eskra (2)	
Marilynn St.Onge (2+2)	*Shelia Coleman (2)	
	Ornet Hines (2)	
	Louise Summa (2)	
	Gayle O'Neill (2)	

*Shelia Coleman and Courtney McNeill were elected in 2021 to complete a term of office of Board Members who resigned. Therefore, in accordance with our ByLaws, Article IV, section 4.3 "...the election to complete a term of another or former Director shall not constitute a term of office."

III. Nomination of Officers: The Committee hereby nominates the following as Officers for the year July 1, 2021 – June 30, 2022:

President: Matt Lisee
 Vice-President: Eric McDermott and Ornet Hines (vote required to select one)
 Secretary: Ornet Hines
 Treasurer: Gayle O'Neill
 Past President: vacant (mentor for new board members)

IV. Recruitment of Additional Directors: Kindly continue to consider the nominations of those who you know that may be interested in sharing their time, talent, and energy for the benefit of those we serve. (Maximum number of board members = 20)



Martin House, Inc.



CANDIDATE INFORMATION

Name: Richard J. Pascal

3-16-21

Position/Title: Member / Manager

Employer: Attorney Richard J. Pascal, LLC

Address: 82 Chelsea Harbor Drive

City: Norwich State: CT Zip: 06360

Telephone: 860-886-0266 Cell: 860-608-3204

Email: rpascal@attorneypascal.com

Educational Background:

B.S., The Wharton School, University of Pennsylvania

J. D., National Law Center, George Washington University

CFA (inactive), State of Maryland

Member of the Bar, State of Connecticut

Community Activities:

Board memberships include Norwich Historical Society, Otis Library,

Temple Emanu-el Endowment Committee, Norwich Hebrew Benevolent Assn.

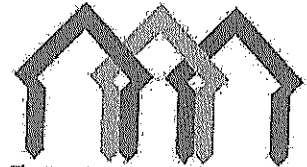
(cemetery/burial society)

Other Memberships, Achievements, etc.:

Instructor, Three Rivers Community College, 1989 - date



Martin House, Inc.



Thames River Community Service, Inc.

Board Candidate Questionnaire

1. Why do you want to be a board member?

For almost all of my adult life, I have belonged to multiple not-for-profit boards of directors. I am keen to do good deeds, and believe that organizations can do better than one-on-one handouts.

2. Will you be engaged - giving your time, energy and resources to support the work and mission of the MH and TRCS?

I have limited time due to a more than full-time 'day job,' that I teach at Three Rivers Community College, and serve on boards. I anticipate that most of what I do will be in connection with meetings.

3. What talents do you feel you could contribute to the success of the MH and TRCS?

I have a full background in accounting and law.

4. Why is being part of our organization important to you and your organization?

I am aware that the organizations will for a time need a director versed in the Law, and I can offer my services.

5. Will you be an advocate for our agencies by recruiting new members, fundraising, and speaking positively about the work of the organization?

I will, but honestly, on a limited time basis.

6. What do you believe are the two most significant issues or problems facing our agencies and New London County?

Especially due to Covid, more people are without a secure income and have become homeless or otherwise need support.

Richard Powell