

**Martin House, Inc.**  
**Governance Committee Meeting**  
**November 24 , 2021**

**AGENDA**

1. Review of Minutes
2. Old Business
3. New Business

Next Meeting: December 29, 2021, Virtual

Attendees: Kathy Allen, Sheila Coleman, Mat Lisee, Eric McDermott, Marilyn St. Onge, Jon Maderia

**Review of minutes**

- Minutes from the October 27, 2021 meeting were accepted.
- The Committee reviewed key objectives and outcomes as a result of working with consultants during previous review of Guidelines.
  - Benchmarks: New donors were acquired, business contracts were expanded, successful Fall Event, etc.
  - The Committee will continue to review Guidelines and Policies to explore areas that need to be updated.
- Jon Maderia provided the Personnel Policy, which was last updated in 2019.
  - The Governance Committee will refer to this policy to address upcoming retirements
- Quarterly Trainings for Board Members-
  - Kathy Allen has identified the first training: Board Governance and Equity Training will be presented by Chamber of Commerce of Eastern CT virtually on 12/1 & 12/8 from 3 to 4:30 pm

**New Business:**

- Creation and Implementation of Covid Policy-  
Scope of policy should include staff and residents in private and common areas. Implementation procedures should be clearly listed.
  - Will this policy be adopted from what is currently in place at the state level or those of our funding entities?

- Recommendation that all staff and residents take temperatures upon entry to buildings
  - This will require that a point person is identified to log temps and respond as needed
  
- Consensus is to explore what is currently used as best practices among similar agencies for staff and residents
  - Mat Lisee will explore and share existing Covid policies from external sources/agencies
  - Governance Committee will bring recommendations back to the Board for further discussion