

Martin House, Inc.
Board of Directors Meeting
September 15, 2021

<https://us06web.zoom.us/j/85104202782>

Meeting ID: 851 0420 2782

AGENDA

1. Review of Minutes
2. Presidents Report
3. Executive Directors Report
 - a. MH Employee COVID-19 Vaccination Policy
4. Committee Reports
5. Old Business
6. New Business
7. Executive Session

Next Meeting: 5:30 PM, October 20, 2021 at Thames River

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 Director's Meeting Minutes
Martin House, Inc.
Wednesday, July 21, 2021
Virtual Meeting

Present: Sheila Coleman, Elle Crichton, Deb Eskra, Keith Lee, Mat Lisee, Eric McDermott, Sarah Dudley McDermott, Gayle O'Neill, Marilyn St. Onge

Excused: Courtney MacNeill, Richard Pascal

Guest: Kathy Allen

Meeting called to order at 6:28pm by Board President, Mat Lisee.

Mat asked for motion to accept minutes from June 16, 2021 BOD Meeting. Marilyn makes changes in term assignment. Changes will be made, minutes accepted.

Presidents Report

- Ornet Hines has submitted her resignation from the Board. Motion made to accept the resignation, 2nd with regret, motion passed.

Executive Directors Report

- Written report submitted, request for any questions.
- MH Facilities and Development and Public Relations Committees are in need of Board membership.
- General facility issues discussed. Mat offers to help with the facilities issues.
- Marilyn requests current custodian job description, will be sent to all Board Members.
- Tom Hyland's Celebration of Life approaching. TR staff person made a beautiful video for the event and to give to the family.

Finance/Investment Committee

- Gayle presented MH financials as of 6/30/21. Discussion followed.
- The MH Finance Committee met prior to the Board meeting and are requesting the Board approve the budget for the July 1, 2021 to June 30, 2022 year.
 - Includes overlap of two months of existing ED and replacement ED, existing ED vacation payout, 5% increase in food budget, 15% increase in insurance, no cost of living for employees, no resources for proposed consultant to discuss strategic planning regarding corporation structure.
- Motion to accept the proposed budget, 2nd, discussion, vote, budget accepted.
- Eric stated he felt the budget presents a risk.
- Sarah questioned if MH had any information about following year funding and how UW will address any shortfalls.

Strategic Planning Committee

- Eric reports they have had a productive last month. The Committee considered four candidates and have narrowed the process to two. They are scheduling 2nd interviews with those two candidates.
- The committee will be scheduling an emergency meeting prior to the September Board Meeting.

Old Business

- None

New Business

- None.

Motion to go into Executive Session, 2nd, motion passed, meeting adjourned at 7:05pm.

Executive Session begins.

Respectfully Submitted,
Paula Oberg

Board of Director's Meeting
August 23, 2021
Virtual

Present: Sheila Coleman, Elle Crichton, Keith Lee, Mat Lisee, Marilyn St. Onge

Meeting called to order at 5:12pm by Board President, Mat Lisee.

Motion was made to elect Deb Eskra as Secretary for Martin House Board of Directors. Motion carried.

Motion made to reassign the lease for Thames River Family Program building from Martin House, Inc. to Thames River Community Service, Inc.
Motion carried.

Meeting adjourned at 5:14pm.

Respectfully Submitted,
Paula Oberg

Executive Directors Report
Martin House
September 2021

Since July, Martin House has been on a summer schedule. What that means is that staff have scheduled vacation time, some residents have been spending more time outdoors, and some have had visits with family. The routine of day-to-day life continues with some residents, learning new life skills that will better prepare them for next steps and others are enjoying the sense of community and caring they get from each other.

We have one case of a staff person with COVID-19, currently quarantining at home, where other family members have COVID-19 also. There are currently no other cases of COVID-19 for staff or residents. All staff and residents continue to wear facemasks in shared parts of the building. We have asked our on-site nurses to carefully monitor for the presence of anyone with symptoms. All staff have been instructed to do the same. Entrance into the building is being restricted once again. When we are notified of the availability of a COVID-19 booster, we will arrange to have an on-site vaccination day. We are scheduled to have an on-site flu shot vaccination clinic for both residents and staff on October 10, 2021. This is being provided by Genoa Pharmacy.

The United Way Campaign is underway. The Martin House Coordinator for the UW Campaign once again is, Melanie White. This is Melanie's fourth year in this role. She coordinates the distribution of UW forms to all employees, collects and reports results to the UW. She also secures incentives for employees to donate by obtaining a giveaway that can be given to an employee as a result of them making a donation. Most employees donate through payroll deduction. She does a great job!

MH has new washers and dryers. We have made a change in our vendor. We have gone back to top loaders in an attempt to reduce the chance of flooding in the laundry room. For those of you who are newer to the Board we have coin operated machines. Residents pay to do their laundry and a percentage of the proceeds come back to MH.

I have just learned that in celebration of my retirement some staff have decided to make a donation to Martin House and if they have an account at Charter Oak Credit Union, it will be matched, up to \$500! It makes me feel valued.

My retirement is very close. This of course will be my final MH BOD meeting. My nineteen years at MH has provided me the opportunity to meet people we serve with an appreciation for their strengths and areas of need. The feedback I hear now and have heard since arriving is that without MH residents would not have the quality of life they now have. Many have even shared that if not for MH they would be dead. I ask as Directors that you hear that acknowledgement because current and future residents are depending on you to do whatever it takes to continue saving lives. I certainly wish residents, staff and the Board good fortune in the coming years.

With appreciation,
Paula Oberg

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

GRANTS WRITTEN:

- Chelsea Groton Bank Foundation - \$5,000 – Basic Needs/Food Service Program
- R.S. Gernon Trust - \$6,000 – Basic Needs/Food Service Program

GRANTS RECEIVED:

- Norwich Rotary Club - \$500 – Medical Advocacy

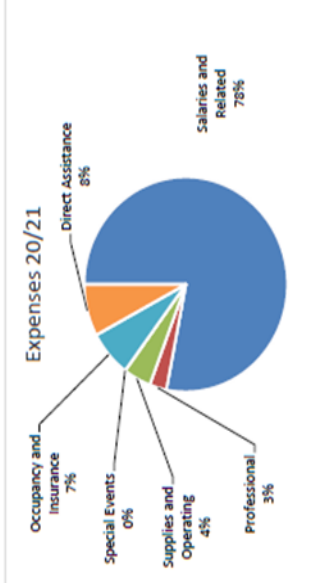
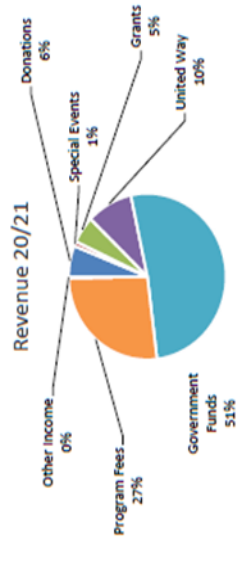
I would like to take this time to thank my supervisor, Ms. Paula Oberg, for all that she has so unselfishly imparted into me during our time working together. She will be missed tremendously, but I know that she has most certainly earned her retirement. Paula, thank you for always listening, always keeping both the residents and staff in mind during your decision making and thank you for trusting me with the position that I have been in for the last several years. You have been a great teacher and role model to not only myself, but to all of the MH staff. The impact that you have had will be hard to replace, but I have faith that the BOD selected the best choice for the organization.

Respectfully Submitted,

Cara-Lynn M. Turner
Administrative/Development Assistant

Martin House Financial Summary Dashboard
June 30, 2021

REVENUE & EXPENSES*	6/30/21 (Pre Audit)	Annual Budget	FY20 Year End
Donations	\$ 78,736	\$ 46,025	\$ 46,253
Special Events	\$ 11,770	\$ 18,250	\$ 20,286
Grants	\$ 68,720	\$ 43,450	\$ 46,959
United Way	\$ 123,645	\$ 121,100	\$ 125,280
Government Funds	\$ 671,915	\$ 622,634	\$ 697,765
Program Fees	\$ 348,408	\$ 373,350	\$ 348,549
Other Income	\$ 3,976	\$ 3,420	\$ 5,603
Transfers In	\$ -	\$ 18,489	\$ -
TOTAL REVENUE	\$ 1,307,169	\$ 1,246,718	\$ 1,290,695
Salaries and Related	\$ 999,617	\$ 977,906	\$ 978,328
Professional	\$ 34,593	\$ 34,555	\$ 40,321
Supplies and Operating	\$ 56,417	\$ 46,050	\$ 43,298
Special Events	\$ 95	\$ 6,375	\$ 7,087
Occupancy and Insurance	\$ 89,498	\$ 70,937	\$ 86,464
Direct Assistance	\$ 100,052	\$ 110,895	\$ 103,625
TOTAL EXPENSES	\$ 1,280,272	\$ 1,246,718	\$ 1,259,123
TOTAL NET REVENUE	\$ 26,897	\$ -	\$ 31,572



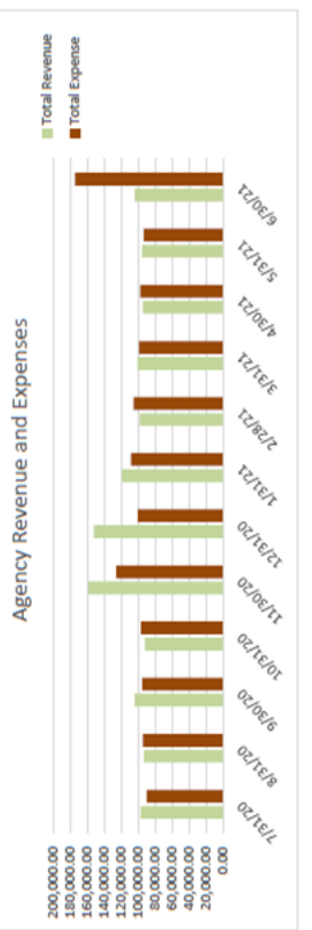
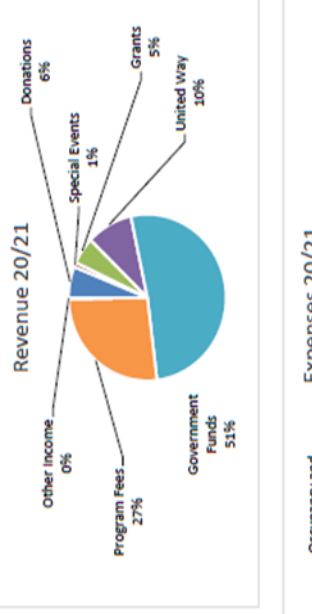
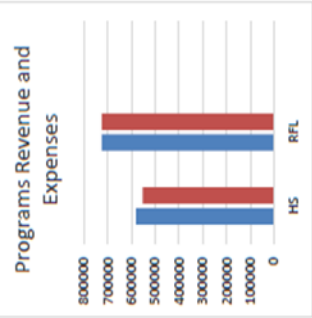
*Note: Does not include depreciation or investment gain/loss

DONATIONS	2021	2020	2019	2018	2017	2016
Total Donations	\$ 78,736	\$ 46,253	\$ 59,460	\$ 75,210	\$ 93,709	\$ 75,060
Number of Donations	285	316	292	292	305	247
Number of Donors	210	245	202	220	226	185
Average Donation	\$ 276	\$ 146	\$ 204	\$ 258	\$ 307	\$ 304

GRANTS	2021	2020	2019	2018	2017	2016
Awarded	\$ 68,720	\$ 46,959	\$ 55,900	\$ 40,497	\$ 48,779	\$ 39,834
Average Award	\$ 4,581	\$ 2,472	\$ 3,494	\$ 2,382	\$ 2,439	\$ 2,490

Net Loss/Gain w/o Capitol Grants	2021	2020	2019	2018	2017	2016
Revenue	\$1,307,169	\$1,290,695	\$1,254,057	\$1,239,666	\$1,324,290	\$1,260,747
Expenses	\$1,280,271	\$1,259,123	\$1,229,840	\$1,195,777	\$1,245,969	\$1,259,968
Net Gain/Loss	\$26,898	\$31,572	\$24,217	\$43,889	\$78,321	\$779
Liabilities*	\$14,256	\$27,555	\$20,801	\$23,334	\$24,528	\$36,256

*A/P, Line of Credit



Martin House Job Description

Custodian

The job duties of the custodian include, but are not limited to the following:

- Spotting cleaning and shampooing rugs (as needed)
- Sweeping and mopping floors
- Stripping, waxing, and buffing floors (as needed)
- Cleaning bathrooms as assigned
 - * Washing floors
 - * Cleaning sinks
 - * Cleaning toilets
 - * Cleaning walls and stall dividers
 - * Cleaning tubs and showers

Cleaning Kitchen and Dining Room area

- Cleaning Air Vents (external)
- Cleaning Stairwells
- Washing walls
- Minor Maintenance such as changing light bulbs
- Assisting in the moving of furniture and equipment
- Inventory of custodial supplies
- Washing windows
- Shoveling snow
- Other duties as assigned

The custodian reports to the executive director. This position requires driving. Employee must have a valid, current driver's license.

Signature

Date