

**Martin House, Inc.**  
**Board of Directors Meeting**  
**June 19, 2019**  
**At Thames River**

**AGENDA**

1. Review of Minutes
2. President's Report
3. Executive Director's Report
4. Committee Reports
  - a) Finance – Gayle O’Neill  
    Investment – Bob Fusari
  - b) Development and Public Relations – Theresa Madonna
  - c) Governance - Theresa Madonna and Marilynn St. Onge
  - d) Facilities – Mike Bennett
5. Old Business – Board of Director’s Portal – See Handout
6. New Business
7. Adjournment

Next Meeting: 5:30 p.m., July 17, 2019 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 for Martin House Meeting**

**Wednesday, May 15, 2019**

**Martin House**

The meeting was called to order by Deb Eskra at 5:45 PM.

**Present:** Robert Fusari, Nancy Roberts, Marilyn St. Onge, Theresa Madonna, Michael Bennett, Debbie Eskra, Ornet Hines, Gayle O'Neill, Louise Summa, Matt Lisee

**Excused:** Keith Lee

**Executive Director:** Paula Oberg

**Guests:** Kathy Allen

**Minutes:** March Minutes accepted; Minutes from the April 17<sup>th</sup> meeting accepted.

**President's Report:** Deb discussed the Board Calendar. Various committee members recommended changes. Deb suggested that an action list of items the Board would be acting upon should be posted on the Board of Directors portal on the Martin House website.

**Executor Director Report:** Paula discussed the Board Portal. Comments from Board members included insuring the portal is updated. Marilyn to update Board Members' information. Paula had questions about the newly restructured Board committees. Clarification was offered.

**Finance Committee:** Gayle reviewed the Finance Report. It was agreed that the Report would be posted on the Board portal following Board meetings, however, the Finance Report, included with material for the next Board of Directors meeting would be posted as a draft.

**Investment Committee:** Gayle reported that Finance and Investment Committees have merged. The Investment Committee would be a sub-committee of the Finance Committee. At this time, Gayle chairs the Finance Committee; Bob chairs the Investment Committee. Motion made and accepted to open Liberty Bank's Money Market account and move extra funds into this account.

**Development & Public Relations Committee:** No committee report. Paula reported that Martin House will do an annual appeal in the Fall.

**Governance Committee:** Theresa reported that the committee will provide a slate of new Board members at the June Board meeting.

**Facilities Committee:** Discussion centered around money received to remove carpet in resident rooms.

**Old Business:** None.

**New Business:** Goal to have agenda and material (all material not voted on and approved) sent out by Friday before the meeting.

**Meeting adjourned:** 6:49 PM

Respectfully submitted,

Kathy Allen

## **Martin House June 2019, Executive Director's Report**

The bulk of my time this month has been devoted to multiple facilities issues including:

**Bathrooms**-The contractor is prepping floors and ceilings for the plumbers to come in to create floor drains, the reason we have had so many flooding incidents. They are also scraping and patching gaping holes in ceilings, making repairs and painting. All bathrooms are labeled indicating what tubs, showers, will be completely replaced or repaired. Contractors are on site 5 days per week for 8 hours. We have not had to close down bathroom completely, just while worker are on site, holes are covered to reduce possibilities for safety issues.

**Phones**-We have our new phone system. We are in the process of learning the multitude of functions we have access to. Be patient if you call, it will be great once we have it mastered. There are 10 new phones. We can now communicate with any staff office in the building. We maintain different phone numbers for Housing Supports and RFL but they are networked internally. This new option greatly improves communication between floors and offices. We also have an additional phone in each main office to allow for visitors, staff from other agencies or residents as needed to make or respond to a call. The resident phone in the lounge remains unchanged.

**Kitchen**-The hood over the stove needed immediate attention in an unplanned way. This involved restoring air flow in and out of the kitchen powered by motors in the attic. In order to remain in compliance with our food service licenses from The Uncas Health District and the United Way Gemma Moran Food Pantry we were required to repair it. Failure to not repair it would have required us to purchase prepared food and bring it in, three meals per day, every day, for 54 people, a cost that would have been prohibitive.

**Replacement flooring**-We received word from the Office of Policy and Management that our contract authorizing us to begin work replacing flooring as a preventative measure against an outbreak of mold has been approved and is in the mail. We as of yet have no date to begin that job. Plans are as of yet undefined about the start-up date. We will however now replace rugs with new flooring on a room by room basis as residents move out. In addition to being a mold deterrent we will no longer need to think about rug shampooing, and be concerned that food in the rooms would spill and be difficult to clean.

**Air Conditioning**-As a result of the last facilities meeting, it was recommended that the floor mounted air conditioning unit in the dining room be rechecked. A former vendor reported it was beyond repair. I was able to secure another vendor to do an inspection and he feels it is worth repairing. We are awaiting a part and that repair will take place. The air conditioner in the community room was also in disrepair and is in the process of being repaired. The air conditioner in the lounge is in good working repair and only needed cleaning and a filter change. We have had the three air conditioning units for the last 14-15 years and never had a vendor associated with servicing it. We now have a vendor for that purpose.

**37<sup>th</sup> Martin House Anniversary**-Please join us Monday, July 1<sup>st</sup> at 5pm, at Martin House for what will be a celebration of 37 years providing safe, affordable housing to adults in our community. We are fortunate again this year to have the dinner catered by Chef Eddie and his associates from Foxwoods Resort and Casino. Weather permitting, there will be a brief presentation on the patio beginning at 5pm, followed by the dinner in the Martin House Dining Room. If you have not come before, it is a low key, relaxed dinner during which time residents, their family and guests get to share a delicious meal with others who attend. If you have any interest in saying a few words at the event let me know. You are more than welcome.

**Martin House staff Retreat**-A big shout out of thanks to Ornet Hines for presenting a training on “Teamwork” at our staff retreat that took place at Ocean Beach, Friday, June 14<sup>th</sup>. I also presented on how Martin House employees can create a foundation that prepares them to work in our environment with the people we serve in the most effective manner. We enjoyed a luncheon and spent time communicating with one another. Because Martin House is staffed around the clock, 365 days per year it is not uncommon for staff to know of one another only by name. Because we work in a building where residents live we never have an opportunity to have the benefit of training and communication free from phones, and responding to resident needs unless we do this off site teambuilding day. It was time well spent!

Looking forward to the new fiscal year!

Paula Oberg, Executive Director