

**Martin House, Inc.
Board of Directors Meeting
April 15, 2020
Via Telephone Conference Call**

**Dial-In Number: 1 (978) 990-5204
Access Code: 1315862**

AGENDA

1. Review of Minutes
2. President's Report
3. Executive Director's Report
 - a. COVID-19 Response
4. Committee Reports – As Needed
5. Old Business
6. New Business
7. Adjournment

Next Meeting: 5:30 p.m., May 13, 2020 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.

March Board of Director's Meeting Minutes

Martin House

Wednesday, March 18, 2020

Via Conference Call

Present: Ellen Crichton, Robert Fusari, Ornet Hines, Mathew Lisee, Theresa Madonna, Marilyn St. Onge, Nancy Roberts

Excused: Mike Bennett, Gayle O'Neill

Guest: Kathy Allen

Meeting called to order by Board President, Nancy Roberts, at 5:33 PM.

February 19, 2020 minutes accepted.

President's Report

Nancy reports there was to be a presentation to Laura Hobart upon her retirement but because tonight's meeting was held as a conference call she suggests it be postponed with the idea to invite Laura to a luncheon. She reports there was a plaque made for Laura. Nancy asks that the Directors be available to Paula and Kathy during this stressful time. Nancy suggests there be a Finance/Investment Committee meeting during the next two weeks. Bob requests that Board Meeting minutes get out as soon as possible. This gives Directors not present as well as those present to review and respond with corrections if needed. Director consensus that it is a good idea.

Executive Director's Report

Written report submitted for review. Paula asks how the Directors would like to proceed with the sensitive information, Social Security Numbers and Dates of Birth, needed for the TCM enrollment be addressed. Should the info be shredded or stored for TR to use for their enrollment. Board decided to have Paula shred the information. Paula updated the Board on the Norwich Inn and Spa collaboration. It was a very positive experience. Paula reported the flooring replacement has been completed for resident rooms. Halls and most office spaces will be scheduled. Discussion about COVID-19 Virus.

Development and Public Relations

Theresa gave a review of the Snowflake Dinner. A meeting with the committee is scheduled and will be conducted by conference call. Paula to make arrangements. Theresa extends a special thanks to Louise for the challenge she made at the Snowflake asking attendees to commit to a contribution in the moment. It was very successful, increased final total by about

\$1,000. Great job Louise! Final results reported in Cara-Lynn's Development Report, found in Board packet.

Investment Committee

Bob drove by the Coburn office and the office was closed. He proposes to set up a conference call specific to the market activity. He will send out an email. Bob informed the Board about a phone call he had with Tom Hyland.

Meeting adjourned at 5:57 pm.

Respectfully submitted,
Paula Oberg

Martin House April 2020 Executive Director's Report

What's been happening this month?

Hello all, please accept this abbreviated report. Needless to say we have been very busy over the last month.

- Employees offered either paper or handmade cloth facemasks.
- We have gloves.
- We have bleach.
- We have toilet paper.
- All food is served on paper trays, plastic utensils, plastic cups. They are disposed after each meal.
- Dining room has been rearranged to make every attempt to adhere to social distancing. Food line marked off with tape ensuring ample space between residents.
- All residents being prompted to wash hands before every meal and hand sanitizer has been mounted on wall before stepping up to order their food.
- Residents no longer use a common container to access their forks, knives and spoons. We are using self-contained packets, containing a napkin and salt and pepper.
- We are carefully monitoring the health of our full-time, part-time cooks as well as our kitchen helper. Karl has modified the menu to better accommodate unexpected changes. He has also set it up with Engine 6 Pizza to deliver (will be picked up outside the building). They will provide a complete meal for lunch or dinner in the event of a unforeseen problem with kitchen personnel.
- Cleaning person has increased schedule by 4 hours a week, now 3 times per week, to clean bathrooms. Residents through the Appreciation Program, or staff clean the other days.
- Ordered two No Contact, Multi-Functional Digital Thermometers, for use for both staff and residents.
- Monitoring all residents to keep up with scheduled virtual appointments. Arranging medical transportation for residents who require face-to-face appointments.
- Reminding residents to attend to only essential travel outside of Martin House.
- Keeping Konover apprised of any staff illness as required by their mandate.
- Conducting 24/7 contact as needed with MH Program Directors.
- Application submitted to OPM to extend the closing date to complete floor replacement.
- Keeping SMHA and United Way updated about how we are providing essential services.
- Applied for SBA, PPP Loan through Dime Bank.
- Routinely canvassing residents and staff for physical and emotional distress.

Respectfully submitted,
Paula Oberg

**DEVELOPMENT REPORT
MARTIN HOUSE, INC.
APRIL 2020**

GRANTS RECEIVED:

Martin House has received two grant awards since the last Board of Director's meeting. They are as follows:

- Community Foundation of Eastern Connecticut's Southeast General Fund - \$8,000 (Food)

GRANTS WRITTEN:

The following grant proposals have been written:

- Eversource - \$2,500 (COVID-19 – Disinfectant/Sanitizing Cleaning Supplies)
- William Casper Glaustein Memorial Fund – \$4,500 (COVID-19 – Disinfectant/Sanitizing Cleaning Supplies)
- George & Grace Long Foundation - \$5,000 (Food)
- Mystic Woman's Club - \$1,000 (Food)

Respectfully Submitted,

Cara-Lynn M. Turner
Administrative/Development Assistant