

THE MINISTRY OF CARING INC.



Board of Directors

MEETING

CORPORATE MINUTES

Thursday, May 16, 2024, 7:30pm

Attendance Confirmed: Mark Calandra, Sec’y, Megan McGlinchey, Treas., Anne Connolly, Esq., Tim Constantine, Matt Davis, Esq., Dr. Kaylia Duncan, Richard Forsten, Esq., Rick Gessner (via Zoom – traveling), Dr. David Hack, Brendan Kenneally, Brian King, The Hon. Alan Levin, Marilyn Monahan, Denny Nealon, Kim Orth, Br. Rod Pieretti, OFM Cap., Elaine Reilly, Esq., John Sullivan, John Sweeney

Members excused: Bill LaFond, Pres., Danielle Nowaczyk, Esq., Vice Pres., The Hon. Kent Jordan, David Ross, Rabbi Peter Grumbacher

Approval of March 21, 2024, Board Minutes: Mark Calandra, Sec’y

A motion was made by Marilyn Monahan to approve the minutes as presented. Kim Orth seconded. All in favor; none opposed; motion carried.

1. Report on House of Joseph II Funding – Brother Ronald

- Strategies were discussed to assuage the deficit.

2. Termination letter received April 26, 2024, from Severn Property Management for VSJ – Brother Ronald and Richard Forsten, Esq.

Severn Property Management is out of Annapolis and recently lost a contract with Chase. They sent us a termination letter, stating that it is no longer cost effective to serve this region.

- VSJ Board will be meeting with Cinnaire and DSHA to discuss this matter further. Our goal is to assume management, after five years since our opening. We hired personnel today who would be qualified, once she is certified, since she has the required experience in LIHTC housing management.

3. Villa Maria – our proposed 74-unit senior housing project in Old Brandywine Village – Brother Ronald & Annie Halverson

- Construction documents are 100% complete and ready for bid
- Construction will commence within two weeks after settlement
- Construction will take 12-15 months to complete
- Projection of occupancy will not be until 2026

4. **Village of Francis and Clare – proposed property to create additional senior housing – Rick Gessner**

- Ministry of Caring will not enter into any agreement nor obtain the property unless property is shovel-ready for new construction

5. **Programs – Gene Halus**

- John Bates, Senior Deputy Director of Program Services, retired as of April 30. Gene Halus will assume this responsibility. We're happy to report that John Bates will return as a part-time employee 2 days a week to assist us in administrative tasks.
- **Distribution Center** is in full swing after being out of commission for several years, due to a major flood
 - o We provide clothing, furniture, food, and showers – Hours of operation – Tues-Fri, 8am-3pm.
 - o Showers for men are on Tuesday and Wednesday for women. There is a shuttle at EDR – West to pick up those who will be coming for a shower after breakfast is served at EDR.
 - o Priscilla added that we are really in need of clothing, especially men's. Also new underwear and new socks.
- **Former MOC Admin Building on Church Street**
 - We're happy to announce that the 506 Church Street renovation is complete. and the building will be known as Paul VI Convent. This convent will have the capacity for 5 Little Sisters of Jesus Christ. The sisters will be moving into their new home June 1.
- **John Paul II Convent – 111 N. Jackson Street**
 - o This house will become a residence for 4 sisters of the Missionaries of Mary Mother of God. They will move into their new home this month.
- **809 Jefferson Street – Apartments A & B**
 - o This was the temporary housing for the Missionaries of Mary Mother of God, and it will now be converted into two apartments for formerly homeless residents leaving our shelters.
- **St. Francis Housing – 24 Vouchers pending**
 - o **St. Francis Transitional Housing – Jackson Street – 8 units, lofts or 1-bedroom apartments**
 - o **St. Francis Transitional Housing – Spruce Street – 1 unit, 2 bedrooms**

- **Mary Mother of Hope Supportive Housing - 9 suites but only two vouchers**
- **Barbara and Jack Kreuer House - 807 W. 6th Street – 1 house (2-bedrooms)**
- **Margaret Nusbaum House – 207 S. Van Buren Street – 1 house (2-bedrooms)**
- **Bangalore Lakshman House – 203 N. Jackson Street – 1 house (1-bedroom)**
- **Mary Collings House – 1000 W. 2nd Str – 1-bedroom**
- **Dottie Wilson Apartment – 809 A - N. Jefferson Street – 1 unit (2-bedrooms)**
- **Clarence McGowan Apartment – 809 B - N. Jefferson Street – 1 unit (2 bedrooms)**

6. Property – Br. Ronald

- 121 N. Jackson Street – Emmanuel Dining Room West in need of repair.
- Renovations:
 - **Samaritan House, 917 N. Madison St. - Renovating to house up to 30 people in 9 bedrooms.**
 - **Job Placement Center, 1100 Lancaster Ave. – exterior**

7. Pending Legislation – Gene Halus

•Homeless Bill of Rights before the General Assembly – Gene & Priscilla

- A task force has been formed and the results will be reported to you via memo. Again, we will need the members of the board to support the recommendation of the task force. We have just received the revised bill and it will be reviewed by the task force.

8. Finance Committee Report – Chair Megan McGlinchey and Karen Smith, CPA

- Financial Statements were reviewed:
 - Income Statement for the Period Ending March 31, 2024
 - Balance Sheet for the Period Ending March 31, 2024
 - Merrill Lynch Portfolio Report as of March 31, 2024

A motion was made by Richard Forsten to approve the Finance Committee report. Brian King seconded. All in favor; none opposed; motion carried.

9. Advancement – Marilyn Monahan, Chair & Priscilla Rakestraw

Marilyn recalled the 45th Anniversary Dinner of Ministry of Caring, a tribute to Br. Ronald and staff. It was a rousing success. Over 200 people attended. It conflicted with a high-profile game on TV that evening.

Marilyn presented Br. Ronald with a commemorative pictorial of that evening.

-Benefactors' Endowment Fund Event – Chaired by Barbra Andrisani, Marilyn Monahan, Megan McGlinchey, Elaine Reilly, Esq.

It will be held at the DuPont Country Club

-Auction 2024 – Priscilla

This was a very successful event. Priscilla thanked everyone.

-Eleganza – Priscilla

We are looking for honorary chairs.

-Jingle Bell Brunch - Priscilla

To kick off the holidays.

10. Grant Requests – Eugene Halus

- Request for Permission to apply for a grant from the Doyle Foundation, committed to “the betterment of life” for basic needs and shelters.

Richard Forsten made a motion to approve the application for a grant from the Doyle Foundation, as above. Marilyn Monahan seconded. All in favor; none opposed; motion carried.

- Resolution to apply for a grant from First State Community Action Agency to fund our case managers

Mark Calandra read aloud the resolution.(filed with minutes)

Richard Forsten made a motion to approve this resolution. Marilyn Monahan seconded. All in favor; none opposed; motion carried.

11. Other Business

Br. Ronald discussed the status of the member we nominated to the Continuum of Care (CoC) board.

12. Upcoming Events – Priscilla Rakestraw

- **Eleganza Fashion Show**, Wilmington Country Club
- **Jingle Bell Brunch** – University & Whist Club
- **Next Board Meeting, Thursday, September 19, 2024 – President Bill LaFond**