

Advent House Finance Committee
September 3, 2020

Attendees: Ray Wager, Glenda Hastings, Kevin Cooman, Eric Lunger, Jeff Baker, Jeanne Kremers & Vicki Deady

Ray reviewed the financials. Sweet Charity revenue is back to the pre-covid numbers so we are all encouraged by that.

Glenda reported on the Comfort Care Home (CCH) meeting with Dr. Caprio, Medical Director for VNS. Dr. Caprio was not encouraging about the imminent re-opening of the CCHs. A couple of the homes have re-opened. The one in Newark, NY is having a difficult time with family visitation and the volunteers are not comfortable "policing" visitation so the director is at the CCH non-stop. The second home is Journey Home. They have several nurses on staff and as volunteers that are trying to support their director whose husband is very ill. Dr. Caprio talked about the exposures that the CCH homes have with the Department of Health. Glenda and Vicki explained how the CCH homes are similar to caring for family members in ones' own home and that we are not a hospice (but provide hospice like services).

Dr. Caprio will conduct a meeting with the CCH Directors as well as Board presidents on Monday, September 14th at 5 p.m. Kevin Cooman, PEM Board President, and Ray Wager, PEM Board Treasurer, will both attend via Zoom (along with Glenda).

Glenda recommended that Advent House not consider re-opening until January 1, 2021. Glenda would like to convene a Re-opening Steering committee that would assist in developing the Rules & Regulations that would temporarily govern our re-opening. Glenda would also like the Finance Committee to continue meeting once a month to assist in planning for our re-opening.

Glenda reported that the Advent House volunteers continue to receive email communications from both her and Laurie Eisele, Advent House Volunteer Coordinator, every other week. She reported that Sweet Charity staff is planning an outdoor Volunteer picnic on September 22nd at White Brook shelter and that Advent House will hold a similar event in early October. The event will be very simple with pizza, water and bagged cookies distributed by staff.

Vicki reported that there were currently 122 golfers registered with two Cart Sponsorships and \$500 in donations for the 2020 Advent House Golf Tournament. We have had to get additional volunteers to support the tournament.

Bob Clement, Advent House hands-on caregiver and Monthly Audit volunteer, has resigned from his audit volunteer position. Vicki will send Ray Wager and Eric Lunger a copy of the Instruction Sheet that Bob created for this position. Ray and Eric will discuss and make a recommendation.

Our next meeting will be held on Tuesday, October 20th at 4 p.m. here at Advent House.

Respectfully submitted,

Vicki Deady, Advent House Director of Development

Advent House Finance Committee
August 11, 2020

Attendees: Ray Wager, Glenda Hastings, Tim Ashman, Jeff Baker, Jeanne Kremers & Vicki Deady

Ray reviewed the Financial Year End statements that Jeanne prepared. The financials for the year showed a \$85K loss before the PPE loan amount of \$55K (so we are looking at a net loss of around \$30K). The loss was expected due to the shutdown of Advent House and Sweet Charity due to the covid virus. Sweet Charity re-opened on June 17th after being closed for three months. The sales and foot traffic have been encouraging.

Jeanne reported that having the relationship with CNB was beneficial in securing the PPE loan in a timely fashion. She also reported that her contact at CNB has indicated that since our PPE loan of \$55K is under \$150K, we may not have to file the report. Also, she wanted to thank Paychex as they worked through the weekend to prepare the correct payroll report format for the PPE loan. Glenda thanked Jeanne for also working through the weekend to secure the PPE loan.

Vicki reported that the 2020 Dinner Dance was re-scheduled and then cancelled but we still made a net profit of over \$12K. The 2021 date is April 17, 2021. The Financial Records re-organization has finally been completed (six more boxes of records were discovered during the March basement cleaning project). Vicki also has begun work on the Five Year Capital Improvement project by researching guidelines for replacement dates for household/business assets. I have researched/listed all of the fixed assets in the Advent House include technology, building assets, hospital beds, hospice equipment, and appliances along with the date of their purchase and any upgrade dates. Requests have been submitted to all area Catholic churches/Tithing committees. In 2020, we have received grants from the Fairport Rotary, the Masonic Service Bureau and Mobil Foundation. The Golf tournament will be held on Friday, September 18th with no buffet dinner but the All day Lunch will be extended. We are giving golfers the option to pre-order/pay for their raffle tickets and mulligans. A new Cloud based Cash register system is in place at Sweet Charity which makes for a more efficient end of day closing, ease of sanitizing, reduced transcription errors between the register/credit card machine and automated reporting. Lastly, all old electronics (and there were MANY!) have been wiped clean & recycled.

Glenda reported that she has been attending Comfort Care Home (CCH) zoom meetings every two weeks since the shutdown. There are overwhelming difficulties in considering the reopening of Advent House mostly concerning how to protect our amazing volunteers and of course, staff from getting the virus. Currently there are 36 volunteers who have said that they are willing to come back to volunteer and we usually have 56 slots in a week. All new policies must be written. Glenda has ordered the Protective equipment for start-up so we are all set there. Glenda is recommending that when we do open that we only accept one resident at a time.

Glenda reported that on Friday, August 21, there will be a meeting of all the CCHs in Monroe County to hear from Dr. Caprio, the VNS (Visiting Nurse-URMC) Medical Director, as well as the VNS-URMC Hospice Director, the Director of VNS-URMC Social Work and the VNS-URMC Nurse in charge of placement. Dr. Caprio is saying he believes there will be resurgence in September and is concerned about the CCH volunteers. There have been a couple of houses that have re-opened with just one resident. One is Mt. Carmel and she believes that they have a large endowment and paid staff. The second is Laurel

House in Newark with a new young director and they have had several issues limiting the number of family visitors. The last concern is that VNS-URMC is saying that they can't provide the CCHs with an overnight aide which would be critical for Advent House to re-open. Since we don't offer benefits, it would be especially difficult to hire staff for that time period. Glenda also expressed concern regarding our volunteers, most if not all fall into the over 60 age range. She ended by stating that she felt we could not re-open at this time but hoped to know more after the 8/21 meeting. She asked for support from the Finance Committee and we scheduled our next meeting for September 3, 2020 at 10 a.m. We will discuss Budget updates at that time.

Respectfully submitted,
Vicki Deady, Advent House Director of Development