

To: Franciscan Ministries Board
From: Elaine Ward, Executive Director
Date: 3/30/2020
Subject: Status Report

Dear Friends,

I hope this finds you and your families well and safe at home. On Thursday, I met with the Executive Committee “virtually” and all agreed it was an occasion for an update on all that is happening at Franciscan Ministries. I invite you to reach out to me directly if you have any specific questions.

Our April Board Meeting- is postponed until May 20. If we are unable to meet in-person, we will have a conference call using our regular dial-in number.

Our services- are all shutdown with the exception of the Garden (more on that below) and Tamar’s Center which is operating only as a place to distribute non-perishable food, sandwiches, and hygiene products. There is no entry to the building. Staff (Estelle and Beth) are operating out of the first floor church social hall. They fill bags for women who come to the door. Our staff wear masks, gloves, and push bags out to the women on a cart in order to keep physical distance. They have handed out 105 bags in the past two weeks. In some cases, they have dropped off bags on porches and door steps for women who are sheltering in place.

Centennial Barn- In late February Mayo Woody, barn director, left our employment. I began a search for his replacement, which I’ve suspended due to the virus situation. Brandi Colvin, event coordinator at the Barn, has filled in and ably handled cancellations and postponement of events.

Our staff at the Barn include event support staff and bartenders. As temporary employees they are simply off-duty. Our two other Barn employees are the maintenance staff. They kept working until the shelter in-place order, at which time they were furloughed. We are paying two weeks at their regular hours, one week at 50%, and expect by then they will begin to receive unemployment. Brandi continues on payroll and is working from home.

Haircuts from the Heart- As a non-essential service, we closed Haircuts on March 13. Both employees were furloughed with the same arrangement described for Barn maintenance staff.

Tau House- Most bookings are for the summer and there have been a few cancellations and some postponements. Marci Peebles, the director, also oversees Haircuts and the Garden and she is working from home. Marci helped deliver supplies from Matthew 25 to Tamar’s and is currently working on our website.

The Garden- On March 14, Marci closed access to the Garden tool shed and has not turned on the water spigots. This prevents gathering at the shed and sharing of tools and equipment. She

has posted information about keeping a distance in the garden. Gardeners can still attend to their plots.

Tamar's Center- Early in March, Tamar's staff began upping safety measures, including spacing cots further apart and arranging them head to foot. Other measures included even more cleaning than usual, taking temperatures, and wearing protective gear. Shortly thereafter, we determined it was best to close the day shelter. Our shelter manager, elected to begin a furlough with the same arrangements as described for the Haircuts and Barn maintenance staff.

Development and Administration- Ginny continues her work in development from home and is focusing on grant opportunities and better understanding our fundraising database. Renee and I are also working from home, maintaining HR, banking, bills, payroll, and ongoing projects, including preparing for our switch to new financial software. It is fortunate that we can log onto our server from a remote location and fundraising and payroll are Cloud-based.

Our Lady of the Woods- With approval from the Building and Executive Committees, I have signed a contract with Mark Radojits of Comey & Shepherd to sell OLW. This was completed just as the shutdowns began. Mark suggested we wait to make the listing public. Prior to signing, we spent time learning the "highest best use" value of the property. Based on this research the building will be listed for \$300,000. I'd like to note that this was a surprise that it was not of higher value, but the research and details support this conclusion.

Given the information on value we have petitioned the County Board of Revision to adjust the property's tax value down from \$600,000 to \$300,000. This is pending a hearing.

Finances - Don Evers and I are looking into CARE Act loans/grants for small businesses (including non-profits) that can be used to cover salaries if you maintain the supported employees from February until June. More on this as I know it. We are managing, but the loss of income due to the pandemic situation on top of being a year when we added benefits for employees and have the ongoing expense of OLW, means we will need additional financial support by the end of the year. Options include: asking for support from the congregation (we had not asked for help for adding benefits or OLW), achieving a sale of OLW this year, or potential help through the Care Act loans/grants, and or/laying of more staff.

I think this covers everything to date. Again, I welcome questions. I want to be sure to especially thank Christine Alderman who helps us with HR (employed by the congregation) and Don Evers who is helping us through all the financial work.

Best, Elaine