

St. Vincent de Paul  
Board Meeting Minutes  
**June 16, 2025**

website: svdpstluke.org

**Present:** *Gemma Brennan, Sharon Bianchi, Joe Damato, Kathy Minton, Barbara Neary, Mary Schwarz, Gen Yachnik*

**Absent:** *Jill Bradley, Paul Capelli, Meg Otchy, Debbie Weingroff*

*QUORUM of 7 of 11 members*

**Gemma, president:** commenced meeting 1:30 pm with opening prayer.

**Home Visitors Presentations**

**Michelle Jones (for Marlene and Chuck Kerns) – client #1**, 80 yrs old, lives at Roberts Trailer Park for the past six years. Still awaiting information on water heater.

**\*Board approved potential payment up to \$1,000, if needed. Still Pending**

**Case #1: Theresa Hinds – client #2.** Income = \$955 (\$400 biweekly + food stamps), expenses = \$1430.86, net = (-\$475.86). Resident of Oxford House Sober Living. Asking for rental assistance of \$800. Currently working in Lowe's seasonal area and hours have been cut back. Previously a nurse – lost license due to addiction issue. Working to get nursing license back, then job lined up once done. Fell behind because there are “hoops” to getting license back – blood test \$236 and hair sample test \$336. These expenses put her behind in rent.

**\*Board approved payment of \$800 for rent.**

**Case #2: Cathy Englehart & Dick Conforti – client #3** – age 61 has adult children not living with her. Lives in Greenbriar Woodlands. Income = \$2418.20 (SSDI \$1880 + \$538 food stamps), expenses = \$2712., net = (-\$294). Requesting \$1673 for gas in arrears.

Besides deficit in income/expenses -- has \$30K in credit card debt, owned a home (rental income) in Florida – sold it and owes \$3764.08 in Capital Gains due end June. Then purchased another property in Florida for rental income (not sure how she financed it). That property needs a multitude of repairs PLUS you can NOT rent it out until after you live in the home for 2 years (she was unaware). Was receiving help from Ocean Inc but did re-apply in March – paperwork is lost. Senior Center is assisting with Ocean Inc paperwork issue. Gas and water likely to be shut off soon. Told client about Food Pantry and Helping Hands and Legal Services.

**\*Board decided we can NOT help at this time. Client must do something drastic with financial situation, then potentially can come back with request. \$0**

**Case #3: Jeff & Pat Snyder – client #4** - age 59. Has two daughters – one is special needs in a group home, one estranged. Repeat to SVdP – helped with 1<sup>st</sup> month's rent when moved to Toms River Feb 2024. Lives in Meadow Greens. Was always employed as bookkeeper. Had stroke 4 years ago, lost eyesight in one eye. Recently had an eye bleed and is blind in the other eye. Receiving help from Mental Health Agency advocate (Damian Martin). Asking for \$627 for Electric in arrears. Income = \$1944 (\$1740 SSDI + \$204 food stamps) Expenses = \$1942.75 Net = \$1.25.

After 2 years on SSDI – must go on Medicare – so taking out \$185 from the \$1740 to pay + \$30 per doctor visit that she didn't have before. Uses AccessLink NJ and other transportation services which is

a part of her expenses. Has a NJ Shares application, NJ PAD for medications and working with Commission for the Blind. Electric in arrears – but 90 day reprieve because of Asthma. Also needs ironing board (Gen will check HH or purchase), Food Pantry delivery (Mary), and kitchen table & chairs (Vincent Legacy – Paul)

**\*Board approved \$627 for electric in arrears**

**Case #4: Gemma Brennan & Don MacCarrick – client #5, age 40**, lives in Bright Harbor Homes Lena Drive. Rent is \$800/month – however – living with 2 other people. Looking for \$138 in rent. Family Promise will pay for 4 units of rent at \$69 each (\$276) if SVdP will pay for 2 units (\$138). Pending Family Promise commitment – contact Raven Moore.

Client was in prison and has been out for several years. Has a GED, certificates, and attended multiple classes at OCC. Collecting welfare only of \$277 + \$291 in food stamps. Obese person and uses a scooter to get around and needs wound care. Husband died of COVID.

**\* Board approval of \$138 pending commitment from Family Promise.**

**Case #5: Joe Damato & Gemma Brennan – client #6, age 69**, lives in Green Meadows. Rent is \$448. Thought gas & electric were included in rent and got behind since was not paid at all. Income = \$1018 (SS \$721 + SSI \$297 + food stamps \$150), expenses= \$938, net (+\$80) Will be able to sustain going forward. Gas = \$388.27 Electric = \$115

**\* Board approved Gas = \$388.27 & Electric = \$115 for a total of \$503.27**

**Financial assistance approved = \$1930.27 (see above cases)**

### **Board Member Updates**

**Jill Bradley, secretary:**

-**Reminder:** Ministry List Update/Changes due back to Jill by **Wednesday, June 18**. Currently 110 members serving 193 ministry positions. Will be contacting Linda Panaccione for needed changes to SVdP membership and status of pending potential members.

-Minutes are up to date, approved, and forwarded to Kathy M for web placement.

**Mary Schwarz, food pantry coordinator:**

-Freezers are fixed. No invoice yet. Keeping track of temperature to ensure continuing to work properly.

-Completed applications for new computer – no response yet.

-Translate Live process/application deadline moved to June 18

-Slow day – only 12 guests – could be weather related.

-4 new potential volunteers – will work with Jill/Linda

Lynn Gannon – sub list training for front desk, Rosemarie Saviello returning June 23.

Dale – new person has IT / banking background.

-Cross-training many volunteers for front-desk computers and back Food Pantry especially for sub list.

**Meg Otchy, garden coordinator:**

-HAVE WATER \_\_ BUT Irrigation leaking. Need to engage Fulfill.

**Barbara Neary, fundraising coordinator:**

- Jersey Mike's fundraiser, June 10. \$1634 in sales = \$327 donation. Check will be mailed to us.
- Bosco's will be in October.
- Barbara provided a list of fund raising suggestions for our review. Asking for any other ideas to present at the General Meeting:

State Theatre, New Brunswick – Jazz at Lincoln Center with Winton Marsalis 1/22/2026

State Theatre, New Brunswick – Les Ballets Africains 2/24/2026

Algonquin Theatre, Manasquan – Pippin 5/8 – 5/17/2026

Count Basie Theatre, Red Bank – Gregorian 3/12/2026

Count Basie Theatre, Red Bank – Beautiful (Carol King) 5/1 – 5/3/2026

Padre Pio Shrine, Barto PA – bus needed

Newark Museum / Ballentine House / Lunch? – bus needed

Trolley Tour Victorian Houses, Cape May

BYOB Snacks/drinks Dance – DJ (\$10-\$15) no/minimal food provided

BYOB drinks Dinner Dance using ZiMarie's (\$50 range)

Raffle

Other ideas....

**Paul Capelli, furniture coordinator:**

- Finishing a furniture case -picking furniture for a guest thru St. John's.

**Kathy Minton, technology coordinator:**

- Continues to update the website.
- Met with John LeMay from Oceantec IT for almost 2 hours (no charge) to assess the office computer. Ran some tests and updates. Will provide a monitoring tool and other suggestions for potentially a new computer. Reviewed WIFI access also. Will discuss further suggestions.
- Looking at DropBox as an option for backup and “at home” access for document repository. (Chris Resotko)
- Certificates of Appreciation for Jersey Mike's and John LeMay to be completed.
- Working on restructuring the Home Visit Master List (Chris Resotko).
  - Will create a separate one for the current fiscal year so MaryJo can start inputting, then combine with full merged file
- Payment for WIX website & domain was paid - \$463.57 + \$50.25 for 3 years. Comes to be \$13/month.
- New guest transaction form for Helping Hands use is on the Forms page.

**Joe Damato, home visitor coordinator:**

Restructuring the home visitor process. Once Joe receives request for a home visit, it will be given to Michelle Jones and Cathy Engelhardt to pass to the appropriate home visitor.

**Gen Yachnik, helping hands:**

- Closed on Monday, June 16 – staffing issues. Challenging to get volunteers/subs. Mary will send anyone over to HH when not too busy.
- Donations of costume jewelry may be available. Possibly bring to somewhere to get evaluation if any is gold and sell it.
- From Christine Cotgreave: Overflow of donations. Will keep some items and have a Quality Control Team. Share with other thrift stores as needed.

**Gemma:**

- June 27 is General Meeting – Prayer service conducted by Deacon Jim. Pizza and salad by ZiMarie's
- There will be NO Board Meeting on June 23. One case pending – will do via email if needed.
- County Meeting is August 13. Potentially Paul/Kathy to speak on Grant writing current experiences.
- Shelter was denied at that location at this time by vote of 5-2. Eminent Domain discussion still pending.
- Had lunch with Sister Anita. Retreat was well-received and Sister enjoyed doing it. Suggested for same timeframe – Lent in 2026
- Trenton Diocese Executive Director position discussion.  
We are voting NO. Our conference does many of these items and 'bang for the buck' of 1% of financial cost would not be a good investment. Seems that the vote for our County is 6 to 6. Gemma thinks she "swayed" others, and was apologetic to County President if she influenced it by discussing our Grant Writing.

Meeting adjourned at 4:00 pm followed by closing SVdP prayer.

Respectfully submitted,  
Kathy Minton for  
Jill Bradley, Secretary