

Please read through the following suggested goals and objectives. As you can see, goals outline a broad intent while objectives show specific ways or steps toward attaining the goals. Please feel free to add or change or delete any of them on this, your working copy. For any new goals you might add, please suggest some objectives. Each objective should be followed by a target date for completion. (For example: Goal I, Obj. 7 -- I did indeed write to Bishop Burrill on Nov. 18.) Many objectives will be harder to pinpoint, but we need a target date to aim for.

Once this has been completed we can set up a time-line with where we are now at one end, our target date to open at the other, and necessary steps to get from here to there in between. We'll work on this more next meeting, after you have had a chance to work on it individually.

A word about sub-committees. They will be necessary and useful. Please feel free to ask others to help you in your particular areas, and let me know when and with whom you meet. I'll be there if at all possible. Also, please keep written minutes from those meetings and get them to me so Advisory Board members may have copies.

I think this system of proceeding, once in place, will allow us all to keep in touch with what's going on, get the job done most efficiently, and require us to meet as a Board less often as time goes on. However, I've been wrong before, so I welcome your comments and suggestions.

I thank all of you very, very much for your time, energy, prayers, support and concern for Elisha House, and wish you and yours a blessed Thanksgiving!

Lynne

In keeping with our Mission and Philosophy for Elisha House, the following goals and objectives need to be met and evaluated.

GOAL I: To raise funds necessary to open and run Elisha House. (\$70,000.00 target)

OBJECTIVE 1: To speak with Art Streeter, Lynn Riccio, and Nadia Rogers to show need for grant writing purposes.

OBJECTIVE 2: To apply for grants asap according to individual deadlines.

OBJECTIVE 3: To show proof of incorp. for grant writing according to individual deadlines

OBJECTIVE 4: To apply for United Way, Option 2 funds.

OBJECTIVE 5: To plan and organize fund raisers.

OBJECTIVE 6: To seek volunteer help on fund raisers.

OBJECTIVE 7: To write Bishop Burrill re: Presiding Bishop's Fund in conjunction with Diocesan Task Force on AIDS.
11/18/89

OBJECTIVE 8: To contact St. Helen's re: the possibility of obtaining funds from their parish Social Ministry Committee.

OBJECTIVE 9: To contact RC Diocese re: possible funding.

OBJECTIVE 10: To devise record keeping system.

GOAL II: To create and maintain a marketing system which will make Elisha House known to the community and aid in the making of referrals, donations and volunteer recruitment.

OBJECTIVE 1: To create business cards and brochure.

OBJECTIVE 2: To get coverage in new community paper as well as others.

OBJECTIVE 3: To get literature to community hospitals and churches, and smaller clinics and health centers.

OBJECTIVE 4: To arrange for speaking/preaching dates at churches, hospitals, clinics, corporations etc.

OBJECTIVE 5: To publicize fund raising events.

OBJECTIVE 6: To hand out literature at fund raisers.

OBJECTIVE 7: To be of assistance to similar houses.

GOAL III: To establish and maintain medical care program and staff.

OBJECTIVE 1: To line up 1 or 2 MDs or med. residents for the team.

OBJECTIVE 2: To find nurse to work as Nurse Administrator for approx. \$17,500.00 per year.

OBJECTIVE 3: To write job descriptions for the above in conjunction with Advisory Board.

OBJECTIVE 4: To contact nursing agencies about nursing care (hours, salaries, reimbursement)

OBJECTIVE 5: To devise appropriate system for keeping med. records.

OBJECTIVE 6: To list all needed equipment and any adaptations needed for house.

OBJECTIVE 7: To write admissions criteria from medical standpoint.

OBJECTIVE 8: To write med. care plan for each resident in keeping with Mission and Philosophy and in conjunction with whole team.

OBJECTIVE 9: To help interview MDs and nurses.

OBJECTIVE 10: To help recruit volunteer nurses and train.

OBJECTIVE 11: To support bereavement and grieving process of residents and survivors.

GOAL IV: To recruit and train 100-150 volunteers for all aspects of care.

OBJECTIVE 1: To coordinate effort with marketing^K/PR committee for recruitment.

OBJECTIVE 2: To accept Isaiah House offer to send some people to their training program, and follow their ideas.

OBJECTIVE 3: To create and implement our own training program.

OBJECTIVE 4: To delineate different kinds of volunteer services (housekeeping, direct resident visiting, nursing, errands, shopping, carpentry, electrical, follow-up visits, fund-raisers, etc.)

OBJECTIVE 5: To provided necessary insurance, probably requiring or suggesting medical staff provide their own malpractice insurance.

OBJECTIVE 6: To provide in-service training when needed.

OBJECTIVE 7: To provide screening, orientation, coordination, and support.

OBJECTIVE 8: To offer additional training for any volunteers who will be helping with bereavement care.

GOAL V: To provide grief, counseling and bereavement care.

OBJECTIVE 1: To offer support during time of grief and bereavement regardless of resident's religious affiliation, if any.

OBJECTIVE 2: To work with resident's own clergy whenever possible.

OBJECTIVE 3: To recognize signs of normal and abnormal grieving.

OBJECTIVE 4: To make psych. referrals in conjunction with whole team, when deemed necessary.

OBJECTIVE 5: To help survivors and resident accept the reality of their loss.

OBJECTIVE 6: To aid survivor, and resident in experiencing the pain (and other emotions) involved in grief.

OBJECTIVE 7: To help survivors adjust to life without the deceased.

OBJECTIVE 8: To help survivors re-invest emotional energy into other relationships (re-socialization without guilt).

OBJECTIVE 9: To facilitate residents through basic stages of dying: denial, anger, bargaining, depression, acceptance. (Kubler-Ross)

OBJECTIVE 10: To provide follow-up bereavement care on 1 yr. after death of resident.

GOAL VI: To devise a holistic and efficient record-keeping system for our holistic care plan, and to use it.

OBJECTIVE 1: To obtain a computer (beg, borrow, steal) hopefully donated.

OBJECTIVE 2: To be real nice to Nicky so he will write programs for us.

GOAL VII: To organize the interior of the house.

OBJECTIVE 1: To get estimates on a chair lift and have one installed.

OBJECTIVE 2: To provide handicap accessibility in bathrooms.

OBJECTIVE 3: To seek donations of furniture, appliances, etc.

OBJECTIVE 4: To work with St. Augustine's on renovation: coordination of effort.

OBJECTIVE 5: To recruit volunteer help.

TO: St. Augustine's Parish Council

FROM: Lynne Mc Nulty, Deacon St. Stephen's Episcopal Church

RE: The development of an alternate home care site

DATE: October 4, 1989

PROPOSAL

To utilize 370 Chili Ave. as Elisha House, an alternate home care site for the terminally ill.

NEEDS ASSESSMENT

Other existing sites, Mt. Carmel House and Isaiah House, show a need for more beds than they can provide. Isaiah House has a lengthy waiting list, and for each person they accept they must say no to at least ten others whose only other option is hospitalization.

FUNDING

Funding will be sought through grants, private donations, and fund-raisers. A total of as much as \$50,000.00 may be needed to cover salaries, insurance, food, utilities, promotions, and supplies. No program will begin until adequate funds have been obtained.

STAFF NEEDS

1. Paid staff will include a director and two nurse assistants.
2. Approximately 100 volunteers will be needed.
3. The Advisory Board will include: Lynne Mc Nulty, Deacon at St. Stephen's; Rev. Dick Comegys, Rector at St. Stephen's; Father Bob Ring, Pastor at St. Augustine's; Brian Mc Nulty, Deacon at St. Augustine's; two nurses; a physician; staff member from neighborhood association who will also write grant proposals; a lawyer; a business manager; and possibly others.
4. Possibly a resident who will be stipended and live rent-free in the house.

DONATE. BY NLT

2 PEOPLE

ZONING OK

(NEED YEAR)

WE HAD TO
BRING UP TO CC
CODE

ELISHA HOUSE

Fr. Bob Ring

10/89 Proposal to St. Augustine's Parish Council

3/90 Parish Council accepted role of corporate body for Elisha House provide rent free house for one year with conditions -

2/91 First patient

3/91 Report to Parish Council

4/92 Parish Council agreed to continue another year

Fr. Bob Werth

4/93

x Discussion Items: Brian and Lynn McNulty and Anna Erdle did a presentation to Parish Council on Elisha House. They are asking St. Augustine's for a listing under the corporate body and free rent for the house at 370 Chili Ave. The house would be used as an alternative home care facility. It is planned to house two terminally ill persons who are in need of care and without resources. There would be a paid nurse/coordinator who would be responsible for policy and procedure guidelines and in-service training. The funding would come from various grants and donations and the labor involved would be volunteer.

4 paid
spe director

PC
minutes

FEB. 11

2/90

ACTION ITEMS:

x Elisha House - A motion was made that parish council accept the role of corporate body for Elisha House and agree to provide free rent to Elisha House for the period of one year with the following stipulations: Pending funding; by disclaimers signed by staff, volunteers, and patients; the involvement on the board of a qualified M.D. by June 30, 1990; reasonable protection for staff, patients, and volunteers; reasonable compromises on repair expenditures on 410 Chili Avenue and time needed for business and the use of staff. The motion was approved by a vote of 10 in favor, none opposed, two abstentions.

PC
MINUTES of
3-14-'90



Elisha House

370 Chili Avenue Rochester, NY 14611 ☎ 716-328-4494

(On Oct. 4, Parish Council consented to consider a proposal for the use of the house at 370 Chili. I was given permission to use the address and name of St. Augustine's to seek funding for a new ministry. Here is the Mission and Philosophy Statement for that ministry, Elisha House.)

Elisha House, affiliated with St. Augustine's Roman Catholic Church and St. Stephen's Episcopal Church, is a home for the dying. We offer 24 hr. a day holistic care for two residents. Our staff includes a director, physician, nurses and many carefully screened and trained volunteers.

We provide the opportunity for residents to die with comfort and dignity. They are surrounded by people who lovingly care for them, and respect and value them as children of God. Together we experience the death process as we celebrate the gifts of life and love.

Residents generally have a life expectancy of 3 months or less, as determined by a physician. No restrictions are made on the basis of age, race, religious affiliation, sex, illness, or ability to pay. Referrals are made by agencies, physicians, social workers, clergy, families and friends.

The Elisha House staff of dedicated men and women form an interdisciplinary team which provides a clean, safe, nurturing environment for residents and their loved ones. This includes palliative medical care, psychological and social assistance, and pastoral care. Bereavement counseling for the family continues to be available for one year following the death.

Elisha House is dedicated to preserving the residents' rights to maintain as much control and personal choice in their present situations as is possible. At the discretion of the resident, loved ones are encouraged to participate in care under the direction of the staff.

We seek to witness in our community to the Lord who himself died for our salvation, manifesting God's unconditional love. Preference for admission is given to those who have no loved ones or other place to be, as we believe that no one should have to die alone.

While donations are always gratefully accepted, there is no charge for our services. Elisha House is funded through fund raisers, grants and donations.

"For when I was hungry, you gave me food; when thirsty, you gave me drink; when I was a stranger you took me into your home, when naked you clothed me; when I was ill you came to my help, when in prison you visited me." (Matthew 25:35-36)

Deacon Lynne McNulty

Elisha House

Rest - Help - Care

An Alternative Home Care
Facility for the Terminally Ill

For when I was hungry, you gave me food; when I was thirsty, you gave me drink; when I was a stranger you took me into your home, when naked you clothed me; when I was ill you came to my help, when in prison you visited me.

- Mathew 25:35-36

370 Chili Avenue
Rochester, New York 14611
(716) 464-8852

Elisha House
370 Chili Ave
Rochester, NY

14611

Elisha House, affiliated with St. Augustine's Roman Catholic Church and St. Stephen's Episcopal Church, is an alternative home care facility for the terminally ill. Our staff includes a director, physicians, nurses, and many trained volunteers.

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Together we experience the death process as we celebrate the gifts of life and love.

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Elisha House is dedicated to preserving the residents' right to maintain as much control and personal choice in their present situation as is possible. At the discretion of the resident, loved ones are encouraged to participate in care under the direction and assistance of the staff.

We seek to witness in our community to the Lord who himself died for our salvation, manifesting God's unconditional love. **Priority for admission is given to people with AIDS** because for a variety of reasons, it is more difficult for them to find placement. Preference is given to those who have no loved ones or other places to be, as we believe that no one should have to die alone.

There is no charge for our services, so donations are always gratefully accepted. Elisha House is funded solely by grants, donations, memorial gifts, and fund raisers. It is a great help to us if, when composing an obituary notice, donations are asked for Elisha House in lieu of flowers.

ADVISORY BOARD

Deacon Lynn McNulty, Director
Jeremy Golding, M.D. Medical Director
Anna Erdle, RN
Rev. Ray Fleming
Rev. Richard Comegys
Louise Hapeman, RN
David McGuire
Gerry Murty, Accountant
Steve Witkowicz, Esq.
Deacon Brian McNulty
Mrs. Lourdes Perez-Albourn
Dr. Steve Schultz
Ms. Peggy Dean, RN
Mr. Frank Wood

Yes, I would like to make a donation to Elisha House!

☐ \$100

☐ \$50

☐ \$25

\$ _____

Please make your check payable to Elisha House. Mail to:

**Elisha House
370 Chili Ave.
Rochester, N.Y.
14611**

Elisha House is a *not-for-profit* organization. Your donation is tax deductible.

Yes, I would like to volunteer to help the Elisha House. I am interested in:

- ☐ Care Giver (includes laundry/meal preparation)
- ☐ Volunteer Recruitment
- ☐ Cleaning (provide staple items i.e. paper goods, etc.)
- ☐ Shopping/Errands
- ☐ Grant Writing
- ☐ Telephoning
- ☐ Fund Raising
- ☐ Public Relations

If your group or organization would be interested in sponsoring a fund raiser, helping with expenses, or have an Elisha House representative come to speak, please call Elisha House at **(716) 464-8852**.



City of Rochester

Telephone (716) 428-6060
Deaf Device-TDD 428-6059

Parcel Number
120.560-0001-016.000/0000

City Hall
30 Church Street
Rochester, New York 14614

Parcel Information 5062

ST AUGUSTINES CHURCH CORP
410 CHILI AVE
ROCHESTER, N Y 14611

370 CHILI AV
220-Two Family Residence
Homestead Parcel

On August 1, 1989 the parcel above was reassessed at: 60,000

The Assessor believes this new assessment reflects the market value of your property and intends to use it for the July 1990 City/School taxes and January 1991 County taxes. However, it may be changed if you have information showing it is not accurate.

At your request, a City appraiser will meet with you to explain how your assessment was calculated, review any information you may have to offer and answer your questions. Call the telephone number above anytime from 8:00 am to 5:00 pm, Monday through Friday, to schedule an appointment for a meeting.

The tax estimates below illustrate what would have happened if the value above had been used last July (1989) to calculate your last City tax bill. Not shown are County taxes or the City charges (street cleaning, etc.) not computed from property assessments.

Old 1989 Assessment:	62,000	Exempt Amount	Taxable Value	Estimated Tax Amt
Purpose				
School Taxes		0	62,000	\$487
City Taxes		0	62,000	246
Your July 1989 Taxes Were Approximately:				733

New 1990 Assessment:	60,000			
Purpose				
School Taxes		0	60,000	420
City Taxes		0	60,000	213
Your July 1989 Taxes Would Have Been:				633

Your new assessment would have DECREASED your taxes by: \$-100

PLEASE NOTE: Your new assessment will appear on the Tentative Assessment Roll to be filed on March 1, 1990. If you are not satisfied with it, you must file a formal written complaint with the City Board of Assessment Review when it convenes in March. A publication containing procedures for contesting an assessment is available at the Assessor's office.

EEO Employer/Handicapped

*** THIS NOTICE IS NOT A TAX BILL ***

Bob

ELISHA HOUSE STUDY COMMITTEE MINUTES

SEPT. 28, 1989

Attending: Lynne McNulty, Rev. Robert Ring, Steven Witkowicz, Sherry Thomassen, Maribelle Reiss, Rebecca Comegys, Rev. Richard Comegys, Brian McNulty

The meeting opened at 7:40 with prayer. The first order of the meeting was introductions:

Lynne McNulty - called meeting
Bob Ring - Pastor of St. Augustine's Church
Sherry Thomassen - Community Mental Health Nurse
Dick Comegys - Pastor of St. Stephen's Church
Steve Witkowicz - Lawyer
Becky Comegys - community member
Maribelle Reiss - 19th Ward Community Association
Brian McNulty - community member - secretary

Lynne stated the purpose of the meeting was to explore the possibility of opening and running an alternate home care program for AIDS patients. This would be housed in 370 Chili Ave. a house belonging to St. Augustine's Parish. The first question to be faced is one of need. St. Mary's Hospital has a 10 bed unit in house. Isaiah House at Corpus Christi is open to AIDS but has taken only one resident in two years. Mt. Carmel House does not take communicable disease cases in their care. Monroe Community Hospital holds two beds for such needs. There is a plan for a 4-5 bed unit for HIV+ babies and their moms.

In talking with Dr. William Valenti, Lynne has learned that he does not see a great need for this type of service to the AIDS community at this time. He states that most people are staying home so that there may be a need for 'in-home hospice' care. Art Streeter, with Finger Lakes Health Systems Agency, sees a need for such a facility but it should not be a means of segregation of AIDS patients from other contacts. In the face of these facts, Lynne suggested that the focus of the house might be changed to a general care program that would take any illness but would give preferential consideration to any cases that would be HIV+. There are two general problems to look at: 1) the need for education of the people due to the fear of AIDS in the general population, and 2) to co-ordinate our efforts with other agencies.

Sherry asked if there was a central registry of need in this area. Lynne responded that it is being developed. There are certain groups doing this: GRAIN, RATFA and the Episcopal Diocese all work with AIDS but there is a general lack of communication among these groups.

Nex was a discussion of general topics that are involved in such a project. These included NYS regulations that in the past were that such two bed units required no licensing and private incorporation was relatively easy. Now incorporation is very difficult and that State Health may be looking to regulate even two bed units. Also was discussed the tax status of the house. It is owned by St. Augustine's and so listed in the tax roles. What is the projected budget? It could be \$30,000+, but start-up costs could exceed \$50,000. At this time a day to day cost analysis is not available.

Fr. Ring next listed the options the parish has for the house. The house has been rented as a source of income in the past, but this is not the best way to do things because of the difficulty the parish has being a landlord. There are questions in the parish about the condition of the house at the present time. It is in need of repair work. Selling the house is technically possible but not desirable due to the particular relationship to the Church building proper that the lot lines draw. The biggest reservation is that the house become a drain on parish finances. He offered that the St. Augustine's parish tithe might be a source of some income. Lynne added that the United Way - Option II giving is another source of income possible in the future. Fr. Ring has floated the idea to some members at St. Augustine's and it appears possible. They would like to see that the house is kept up, occupied and put to good use. Steve asked about the cost to bring the house up to code and Fr. Bob estimated \$20,000 without volunteer labor. The question of insurance was raised and tabled until the project looks more certain.

Our next step is to propose the project to St. Augustine's Parish Council. They meet again on Oct. 4. Fr. Bob reports that it is on the agenda. Lynne will tell that that we have met, have a lawyer and community interest, then make the proposal. A point will be made that funding will be sought outside St. Augustine's and that funding will be secured before the program begins. Fr. Bob noted that Social Ministry at St. Helen's might be a place to ask for funds. He also suggested that Lynne bring a simple handout to Parish Council to facilitate her presentation.

The meeting adjourned at 9:05.

Next meeting Oct. 25 at 7:30. Director of Isaiah House, Kathy Quinlan will give a presentation and answer questions in order to help us get started now that we have the "go ahead" from Parish Council. Please plan to attend Wed. the 25th in St. Stephen's lounge.

X

TO: St. Augustine's Parish Council

IMPORTANT

FROM: Lynne Mc Nulty, Deacon St. Stephen's Episcopal Church

RE: The development of an alternate home care site

DATE: October 4, 1989

PROPOSAL

To utilize 370 Chili Ave. as Elisha House, an alternate home care site for the terminally ill.

DONATE TO PLANT

2 PEOPLE

ZONING OK

(NEED YEARS)

WE NEED TO
BRING UP TO CUB

NEEDS ASSESSMENT

Other existing sites, Mt. Carmel House and Isaiah House, show a need for more beds than they can provide. Isaiah House has a lengthy waiting list, and for each person they accept they must say no to at least ten others whose only other option is hospitalization.

FUNDING

Funding will be sought through grants, private donations, and fund-raisers. A total of as much as \$50,000.00 may be needed to cover salaries, insurance, food, utilities, promotions, and supplies. No program will begin until adequate funds have been obtained.

STAFF NEEDS

1. Paid staff will include a director and two nurse assistants.

2. Approximately 100 volunteers will be needed.

3. The Advisory Board will include: Lynne Mc Nulty, Deacon at St. Stephen's; Rev. Dick Comegys, Rector at St. Stephen's; Father Bob Ring, Pastor at St. Augustine's; Brian Mc Nulty, Deacon at St. Augustine's; two nurses; a physician; staff member from neighborhood association who will also write grant proposals; a lawyer; a business manager; and possibly others.

4. Possibly a resident who will be stipended and live rent-free in the house.

SEE OVER

X Discussion Items: Brian and Lynn McNulty and Anna Erdle did a presentation to Parish Council on Elisha House. They are asking St. Augustine's for a listing under the corporate body and free rent for the house at 370 Chili Ave. The house would be used as an alternative home care facility. It is planned to house two terminally ill persons who are in need of care and without resources. There would be a paid nurse/coordinator who would be responsible for policy and procedure guidelines and in-service training. The funding would come from various grants and donations and the labor involved would be volunteer.

PC
MINUTES of
FEB. 14, '90

& paid
of director

ACTION ITEMS:

Elisha House - A motion was made that parish council accept the role of corporate body for Elisha House and agree to provide free rent to Elisha House for the period of one year with the following stipulations: Pending funding; disclaimers signed by staff, volunteers, and patients; the involvement on the board of a qualified M.D. by June 30, 1990; reasonable protection for staff, patients, and volunteers; reasonable compromises on repair expenditures on 410 Chili Avenue and time needed for business and the use of staff. The motion was approved by a vote of 10 in favor, none opposed, two abstentions.

PC
MINUTES of
3-14-'90

X ELISHA HOUSE - Brian McNulty

He distributed Elisha House News Letter to those present. Letter being mailed this week to about 250 Catholic, Episcopalian, other churches and individuals.

Check for \$5,000. received from Daisy Marquis Foundation.

Sister Campion presented him with a check for \$1150., proceeds from Rummage Sale which she conducted with the help of members of our Bible Groups.

Rochester Area Foundation agreed to donate \$4,000. if Elisha House can raise \$20,000. At present they have about \$11,000. on hand.

Brian and Lynne are speaking at Our Lady of Good Counsel Church, Lions Club and in Victor on behalf of the House.

Projected opening in December. Plan to bring in people the first of the year. At first will get referrals from Isaiah and Mt. Carmel House. They will work with Elisha House.

He called attention to Wish List in the News Letter. At present there are enough funds to get going. Looking ahead to major fund-raisers around MardiGras. Pursuing several leads - application made to Memorial Fund through United Methodist Church for Religious/Social Ministries. They will meet in December.

Driveway at 370 has been completed.

Getting ready to apply to Housing Inspector. Doesn't anticipate any problem. All correspondence for Elisha House should go thru Lynne- rather than him. Volunteers are needed. Will advertise in newspapers.

PC
MINUTES of
NOV. 8, '90

REPORT ON MEETING WITH ISAIAH HOUSE STAFF

10/10/89

Present: Sr. Arlene, L. McNulty, G. Murty, M. Reiss

Sister Arlene is the bookkeeper/accountant for Isaiah House, and provided us with much information on our projected needs and expenses.

Funding at Isaiah House is primarily through donations and fund raising. They are a United Way agency, going the under 501(c)(3) umbrella of Corpus Christi Church.

Insurance is an issue that must be considered. Isaiah House is self insured through the parish, but they do carry a basic home owners policy on the house. This is a decision which must be made through the parish because although there is no experience of a lawsuit arising from the operation, it is a calculated risk.

Actual monies needed to open the door would be 1/2 of the yearly budget. Start up equipment money is minimal as most of the furnishings can be acquired through donations. (Isaiah House has already offered to be on the look out for hospital beds for us.) We would want to have at least 4 months salary and fringe monies in reserve and 3 months of other on-going expenses at the time we open.

Fund raising and publicity needs to be our major push in the first quarter of 1990. I would suggest a team of volunteers to carry out these events. We need to **THINK BIG!!!** People who contribute to this kind of operation will not flinch at a \$50 per plate dinner or a \$25 per person cocktail party. There is a fairly large gay community in the Chili Avenue area that is aware of what we are trying to accomplish at Elisha House and they are eager to become involved in the fundraising effort.

PRELIMINARY BUDGET

SALARIES	
DIRECTOR	15,500
NURSE	17,500
FRINGE BENEFITS	3,960
RG&E	1,500
FUEL	1,000
INSURANCE	
HOPMEOWNERS	900
NURSE	150
HOUSEHOLD	3,000
OFFICE	-750
PHONES	750
POSTAGE	800
MEDICAL SUPPLIES	825
FOOD	750
PURE WATERS	800
FUNDRAISING EXPENSE	1,500
MISCELLANEOUS	1,500

51,185

FUNDRAISING POSSIBILITIES

CANDLELIGHT DINNERS

Held in peoples' homes at xx\$ per plate. All dinner's given on the same night with perhaps a party for everyone afterwards at a specified location.

POT LUCK DINNERS

Held in a central location. Everyone brings a dish to pass. Pitch made for the house during dessert, and donations accepted.

CHURCH ADOPTION

Area churches are asked to put one Sunday aside for Elisha House. We provide speakers at the service and either accept donations or a percentage of that day's offering. (Also a good way to line up volunteers and get the word out that we're here.)

GARAGE SALE

Held first thing in the Spring, at the house. Encourage people to start saving stuff now. Difficulty lies in weeding out the junk. There's no sense in taking stuff that noone would want in the first place. Will need some careful coordination.

GENERAL PLEA FOR FUNDS

Using available publications, e.g. Westside Connection (where we have a connection) publicize the venture and request donations. Probably not a real big money maker.

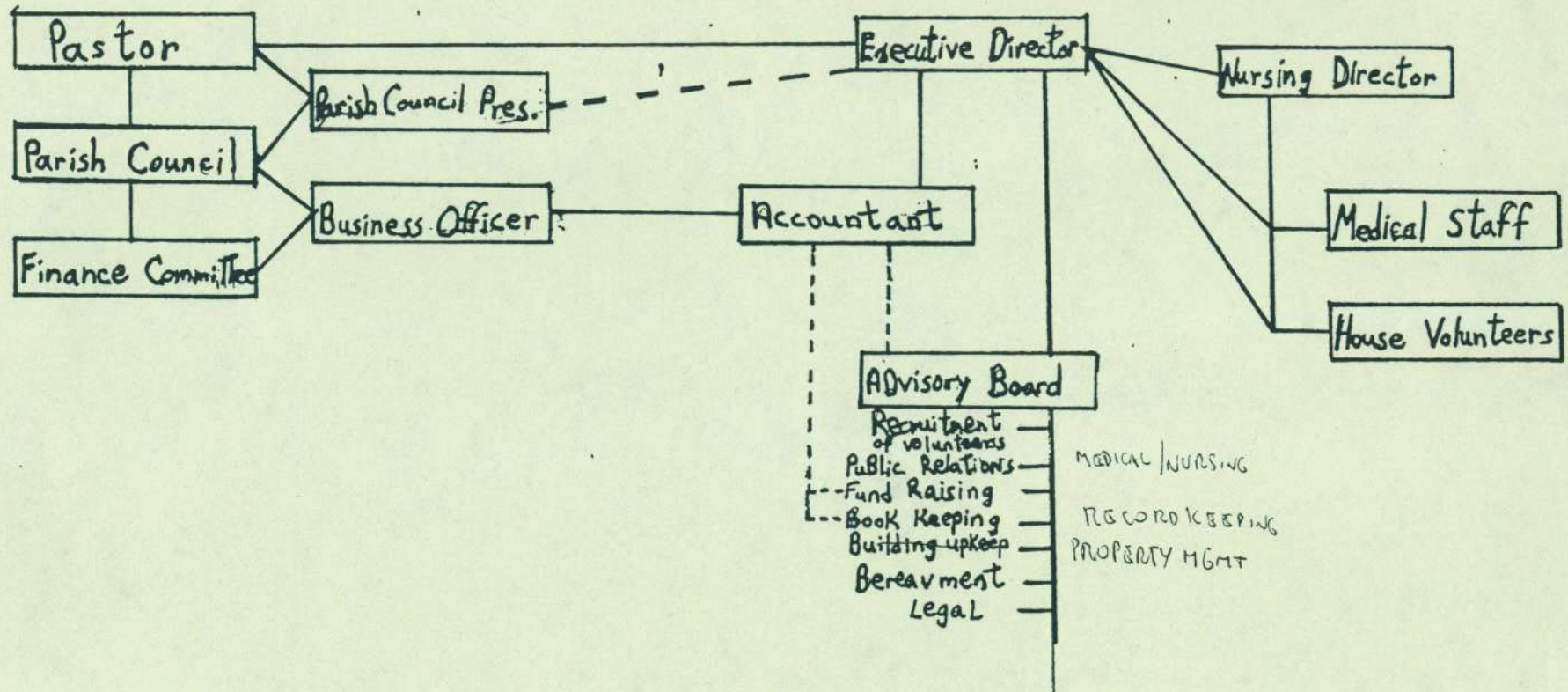
Organization Chart

Elisha House - St. Augustine's

1/21/85

St. Augustine's

Elisha House





Elisha House

370 Chili Avenue Rochester, NY 14611 ☎ 716-328-4494

January 25, 1990

Dear Friends,

We are pleased to announce the planned opening of an alternate home care facility for the terminally ill, Elisha House. Enclosed please find our brochure that describes the mission and philosophy of our work.

The Scripture that we hold dear teaches us the value of caring for the ill. This is seen in the example of our namesake Elisha with Naaman (2 Kgs. 5:1-14). Joseph of Arimathea and the Holy Women of Jerusalem manifest caring for the dead Jesus in Matt. 27:57-61; Mk. 15:42-47; Lk. 23:50-56; Jn. 19:38-42. Jesus himself prays that all may be united as one in God's love so that the illness of disbelief in a broken world might be healed.

Our care is modeled on the ancient practice of Hospice. In Medieval England the Hospice was a place of safety and comfort for the traveler. The modern alternative care facility is such a hospice. It provides comfort and safety for the traveler from life to death in an atmosphere of peace, support and acceptance.

This setting is a home for the person and their family and friends. Here we accept all, regardless of age, sex, creed or illness, for all are loved as part of us. We acknowledge that people who come to Elisha House, come to die. We do not unduly prolong life and do nothing to hasten death. Elisha House provides palliative care that reduces suffering and supports the person and family during this important time of transition. All care is given in a confidential manner with no direct cost to the resident.

To accomplish this work, we have many needs. We offer round the clock care. This requires many volunteers. Can you help us? We are able to use many donations of equipment and supplies. Can you help us? We will receive no third party reimbursement payments, State or Federal Aide (Medicare, Medicaid). Can you help us?

We maintain a speakers' bureau to present our program to your community. Please call us for more information. We will be accepting referrals for residents after September 1990. Now we need donations of funds and talent to make this program a reality. You may contact us by mail or phone.

We thank you for your time and consideration of Elisha House.

Lynne Mc Nulty
Deacon Lynne McNulty
Director Elisha House
(716) 328-4494

SAINT AUGUSTINE'S CHURCH

410 CHILI AVENUE
ROCHESTER, NEW YORK 14611
Telephone: (716) 328-2442

January 30, 1990

Mr. John Spoelhof,
Director of Zoning,
City of Rochester,
30 Church Street,
Rochester, New York 14614

Dear Mr. Spoelhof:

St. Augustine's Catholic Church, along with St. Stephen's Episcopal Church are discussing the possibility of the joint operation of a Hospice for terminally ill patients. The location would be at 370 Chili Avenue, a house owned by St. Augustine's Church. There are no definite plans in place at this time.

The last certificate of occupancy was granted for a two family dwelling. We did operate an outreach ministry from the house but closed that operation as of June 30, 1989. The house has been vacant since that date.

Would you please advise what inspection, permits, applications, codes or regulations we would have to comply with to operate legally? Our plan is to have only two patients at any one time.

We appreciate any assistance you could give to our concerns. Please feel free to contact me if you have any questions.

Very truly yours,



James J. Huether
Business Manager

2/2/90

Dear Jim,

Thanks for the copy of your letter to John Spoelhof. I still have some concerns as I voiced to you on the phone. To "operate legally" as you put it, as a "hospice" we would need to seek a State license. The State has already prevented the opening of two other houses (Advent and Sunset) by refusing that license. Isaiah House and Mt. Carmel House have gotten around this by calling themselves "alternate home care facilities" and we, Elisha House, have followed their example. This means being zoned as a single or double residence and providing quality care for two terminally ill people as anyone might in their own private residence. This is perfectly legal - it just means that we won't receive any govt. funds or third party reimbursement.

My concern now is that, due to the wording of your letter, the city may withhold our certificate of occupancy until we obtain State licensing for a hospice. I realize you may not have been aware of all of this. For this reason I would ask that I may see any further correspondence that you might have pertaining to Elisha House, as well as the letter to which you respond in writing to Mr. Spoelhof and any answer you receive before you take any further action. Depending on how Mr. Spoelhof responds, it may be a good idea for us to go over together any files there might be on

08/10/16

370 Chili. My understanding from Lou Mazola is that we only need to make the repairs/changes that he recommended to pass city inspection, & renew our C of O. There is no need to change our zoning. Incidentally, Lou did us a favor by going through the house ahead of time. This was done unofficially, so it's best not to mention that in any letters or to anyone in an official position.

Jim, I appreciate all the effort and help you have given to Elsha House. It's a big job, and unfortunately one that requires us to be very careful in how we present ourselves. With a lot of prayers and God's help I believe we can succeed.

Peace,

Lynne



City of Rochester

Bureau of Zoning
Department of
Community Development

City Hall
30 Church Street
Rochester, New York 14614

James J. Huether, Business Manager
St. Augustine's Church
410 Chili Avenue
Rochester, New York 14611

February 7, 1990

Dear Mr. Huether:

I am replying to your inquiry of January 30, 1990.

You described a possible program at 370 Chili Avenue which would care for two terminally ill persons.

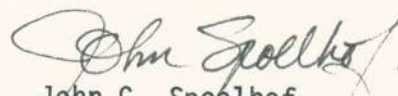
This occupancy, assuming one resident attendant, would comply with the Zoning Ordinance's definition of "family." Zoning review or approval would not be required in order to move three persons into one of the two apartments in this two family dwelling. (See enclosure for Property Summary.)

If any remodelling or deconversion is planned, however, permits from the Building Bureau and a Certificate of Zoning Compliance may be required, especially if the structure is changed from a double to a single family dwelling.

Of course, you should review any proposals with staff from the Building Bureau in order to assess the implications of all interior and exterior structural alterations which you may wish or the State Building Code may mandate.

Please contact us again in the future as the program and remodelling plans become better defined.

Sincerely,


John C. Spoelhof
Director of Zoning

JCS/PE/jm
Enclosure
17M48

BSSUMDS

BIS - PROPERTY SUMMARY

DATE: 02/05/90 *

ENTRY ADDRESS: 0370 CHILI AV
SBL NUMBER : 120 . 560 - 0001 - 016 . 000 / 0000
ENTER OPTION NUMBER: 0 PMT VAR CFB ZON SPM D/C D/C
(1) (2) (3) (4) (5) (6) (7)
02 . 01 01 . 01 02

DOCUMENT#:

ARLM OWNER(S) AND ADDRESS
ST AUGUSTINES CHURCH CORP

ARLM SPECIAL MAILING
ST AUGUSTINES CHURCH CORP
410 CHILI AVE
ROCHESTER, N Y

0370 CHILI AV

14611

14611

SBL NO: 120.560-0001-016.000/0000
LOT SIZE: 42.91 X 142.73
OWNER CODE: 0099 - PRIVATE OWNED - NO EXEMPT
ASM CURR USE: 220 - TWO FAMILY RESIDENCE
ASM PREV USE: -
ZONING: R2 /
DCD AUTH USE: -
PF15-ADDR LIST PF16-SBL# LIST
PF17-DOC LIST PF18-DOC DETL
BSPMTQY
END OF DATA

ASSESSMENT: 60,000
ACRES: 0.00
MAP NO.: 4314694477
CENSUS TRACT: 0075.00
BLOCK: 206
WARD: 20
DISC#: 000W21805

DATE: 02/05/90 *

ENTRY ADDRESS: 0370 CHILI AV PERMIT NO.:
SBL NO.: 120 . 560 - 0001 - 016 . 000 / 0000
PERMIT# SFX DATE US CENSUS EST COST AUTHZ USE
016661 10/06/27 0370 CHILI AV
4000
ERECT A FRAME DWELLING

318125

79/01/09

100

MAINTAIN 2 FAM DWLG AS AT PRESENT

PF14-PROP SUMM PF15-ADDR LIST PF16-SBL# LIST
PF18-PMT DETL

MIDDLE DEPARTMENT INSPECTION AGENCY, INC.

900 Haddon Avenue, Collingswood, N.J. 08108

Date

August 2, 1990

Certifies that the electrical equipment listed has been examined and is approved as being in accord with the National Electrical Code, applicable governmental, utility and Agency rules.

Owner: **St. Augustine Church**

Occupant: **Same**

Location: **370 Chili Avenue, Rochester (Monroe Co) NY**

Occupancy: **Dwelling**

Equipment: **4 Receptacles; 2 Fixtures; 150 Amp Service;
1 Appliance; 4 GFCI Receptacles; 2 Protective
Signaling Devices**

This certificate covers the electrical equipment and installation inspected this date. If additional equipment should be introduced or alterations made to existing system this certificate shall be null and void, and application for inspection should be submitted promptly to this Agency.

Holder of this certificate should present same to his property insurance carrier (agent or company) as evidence of certification of electrical equipment approved as specified.

Applicant:

**Corinthas Ivery
58 Crombie Street
Rochester, NY 14605**

SINCE 1883

No. **15-037771**

Jim

MINUTES ELISHA HOUSE ADVISORY BOARD MEETING SEPTEMBER 18, 1990

PRESENT: Nick and Elaine Francesco, Gerry Murty, Dick Comegys, Louise Hapeman,
Brian and Lynne McNulty, *Maribelle Reiss*

Absent: Bob Ring, Anna Erdle

The meeting opened with prayer (Lynne), after which finances were discussed. Lynne reported that she, Maribelle and Brian have met with a consultant from Rochester Area Foundation last month. Their date to review grant applications was 9/17/90 and their approval date will be 10/19/90. Daisy Marquis Jones reported this month that they never received our application which was sent to them by Maribelle the end of last February. Lynne has resubmitted an application and has received written confirmation that they have received it. We have not heard from anyone else.

On 9/15/90 there was a HPA dinner party during which a raffle took place raising \$525 for Elisha House. On 9/21/90 there will be an auction at St. Stephen's with 1/3 of the profits to go to us. On 10/5/90 there will be a rummage sale at St. Augustine's sponsored by the Bible study group to benefit Elisha House. Lynne has called for the new United Way application form which will be submitted asap after it arrives. Brian and Lynne have accepted a preaching date for April 13, 14 at St. Mary's RC Scottsville with the 2nd collection going for Elisha House. We are also in the process of writing letters to the wealthier parishes in both Dioceses asking if they would take on the payment of a particular household bill. The possibility of using some of the eight to ten thousand dollars left at St. Stephen's by St. Theresa Center was discussed. Dick will give the idea prayerful consideration. (It probably wouldn't hurt if we all did the same.) To date we have \$4000.00 in our savings account, and \$1200 outstanding from our Urban Subsidy Grant from The RCC Diocese to be paid in 10 monthly increments once we open. These amounts plus the dollar value of work and donations already given and to be given on 10/13/90 may enable us to open around Dec. 1, 1990. Gerry will check with Bob about opening a checking account and setting up bookkeeping procedures as well as working with Dick to provide partial salary for Lynne for about \$350/mo. starting in October. Workers' comp. has to be straightened out.

Elaine will work on art work for Elisha House tee shirts to be worn by volunteers and anyone else who wants to purchase one. She and Nick will work on printing a regular newsletter to be written by Brian and mailed out asap through St. A's. bulk mail. This will be a monthly mailing.

Maribelle will contact Dr. Darling about his being our physician. Louise will probably be retiring the end of the year and is considering the job of nurse administrator, but needs to take time during her vacation to work out details to know if it would be possible. If not we will need to actively recruit for the position next month. Active recruitment of volunteers will begin immediately. They can be trained in about a month. So far we have 20. The meeting ended with prayer (Lynne).

Minutes respectfully submitted complete with typos by Lynne McNulty

Bob

ELISHA HOUSE ADVISORY BOARD MEETING
OCTOBER 16, 1990

ATTENDING: Lynne McNulty, Gerry Murty, Elaine Weinzler-Francesco, Nick Francesco, Louise Hapeman, Brian McNulty, Dick Comegys, Bob Ring.

Excused: Maribelle Reiss, Anna Erdle

The meeting opened at 7:45 with prayer.

The minutes of the last meeting were reviewed ammended to show that Maribelle Reiss was present and approved. The agenda for this meeting was accepted.

Discussion:

I) The Rummage Sale at St. Augustine's has reported a net receipt of \$1,200.

II) A "Gifts in Kind" tally shows that we have received \$17,228 donations. This includes all the equipment, material, personal work and supplies that have been donated to the project thus far. This information is being forwarded to Grant Foundations (Rochester Area Foundation and Daisy Marquis Jones) for their information.

III) A donation of carpentry by Forrest Johnston of St. Stephen's has repaired the back door and the door frame at the top of the stairs to the second floor. These repairs still need some paint and hardware. A "Thank You" note has been sent by the Director.

IV) Several dates for preaching and community relations have been arraigned for over the next several weeks. These are a response to personal requests and to the mailings that have been sent in the past months. These include: a) Grace Church Episcopal in Scottsville on Oct. 28., b) Our Lady of Good Council (to be negotiated), c) a presentation to the Roman Catholic Deacon Formation Classes on Nov. 11, d) Holy Name of Jesus Roman Catholic Nov. 17-18th (help is requested of the Advisory Board to cover all the services at this parish), the Lions Club of Victor, NY in Jan. 1991, and St. Mary's Roman Catholic of Scottsville in April 1991. **

V) A Newsletter for Elisha House was bulk mailed on Oct. 9. (note: This was received at 28 Gillette on Oct. 22)

VI) There have been sightings of mice in the house. St. A's was notified. Jim Huether, the Business Manager, has included the house on the Orkin contract that St. A's carries. The Orkin Co. has been to the house to bait the important areas and to survey the property. They shall continue this service as contracted with ST.A's.

VII) The Auction held at St. Stephen's netted \$400+.

VIII) A Raffle held at a private home (Tony & Al's) netted \$586.

IX) Physician: Maribelle has had no response from Dr. Darling. The issue of physician coverage was discussed at length. Brian spoke for Anna Erdle who advocates for requiring the referring physician to follow the resident just as they would in a family home. This is in keeping with the philosophy of the house. The need of a physician as advisor for screening and intake was seen as a check to Doctors who may make unnecessary referrals to the house. Also, prescription changes would be more difficult without our own doctor. Volunteer Medical Students to help in December were seen as a possible resource. As action steps for this issue Maribelle was asked to call Dr. Darling, Brian/Lynne were asked to contact either Dr. Ona or the Catholic Physicians Guild for possible volunteer Doctors, and Louise would explore Highland Family Medicine Group to find if they could help. xxx

X) Members of the Board have met with a representative of Daisy Marquis Jones Foundation. The meeting appeared positive. The question of State Licenses was raised at this meeting. Lynne was recently informed by Raoul Grassi from Mt. Carmel House that he had received a letter stating that NYS Health Department would not be inspecting or licensing 2 bed hospice units like Elisha House. This is positive since Foundations are less likely to invest money in projects that the state is possibly going to shut down. This representative was also interested in our "Gifts in Kind" list. This led to the development of such a list as reported above.

The Rochester Area Foundation is to meet on Oct. 18. We should be informed next week of their decision.*

XI) The brochure needs some updating before another run is ordered. Brian will pick-up the mechanicals from the printer so Elaine may make the necessary corrections.

XII) Gerry has met with Fr. Bob and Jim Huether on the question of Worker's Comp for the payroll question for Lynne. It will be best to pay Lynne (and others) through St. Augustine's. EH will then re-imburse St.A's for the cost of the payroll. At this time, the Board has approved a part-time payment of \$350/month payable on a fortnightly schedule for Lynne as Director of EH.

A checking account will be established at Chase Lincoln for the payment of bills that the house is beginning to incur.

XIII) Moving Day was set for Oct. 13. Many people who took tickets at the Empty Open House still did not bring items to the house on that day.

XIV) Utility Appeal: To date we have received 5 responses to the request letter for assistance with utilities. Four have been positive. More responses are expected in the next several weeks.

XV) Fund Raising: The idea of a Mardi Gras fundraiser that would charge \$25+ a plate was offered and greeted with interest. Lynne will contact Tony, Al and/or Rocco to see if this is a real possibility on February 8, 1991.

XVI) The issue of hazardous waste that will be generated by EH was addressed. Louise noted that Woodward Medical contracts with St. Mary's Hospital for removal of such waste. She will investigate such an arrangement for EH.

XVII) Opening Ceremonies: a tentative date of December 1 was offered as a dedication day with first residents to be accepted in January of 1991. This was discussed and accepted by the Board.

XVIII) Other: a) House repairs are coming along. More work in painting and small repairs need finishing. b) the house should be able to receive a conditional C of O this fall. St. A's needs to finish some outside work (driveway, garage, sidewalk, lattice work) much of the interior work has been donated by EH volunteers both in time, equipment and supplies. c) the Nurse Administrator position is still up in the air. The hours will need to be flexible and availability will be determined by many different factors. This person will need to be involved setting procedure manuals and in the recruitment and training of volunteers.

XIX) Next Meeting: Tuesday Nov. 20 -- 7:30 at EH

The meeting closed at 9:20 with prayer.

* RAF has sent a letter pledging \$4000 on the contingency of EH being open and showing a bank account of \$20,000. (Oct. 20, 1990)

** Dates and times for Holy Name of Jesus RCC are: Sat. Dec 8 at 5:00 pm
Sun. Dec 9 at 8:00 am, 9:30 am, and noon.

Next Advisory Board Meeting Nov 20 7:30 Elisha House

xxx Dr. Darling is considering helping us

Dec 10th next meeting

ELISHA HOUSE ADVISORY BOARD AGENDA/UPDATE NOV. 20, 1990 7:30 p.m.

Opening Prayer: Maribelle

Opening Celebration: Elaine

Nurses' Meeting: Louise

Brochures, Business Cards, Invitations: Elaine is working on them.

Training Packet: In addition to medical procedures, this will include general information about the house and about hospice, as well as death & dying and bereavement/grief. The packet is in the process of being copied and compiled.

Financial: United Way - application is in and there are just a few things needed - copy of church's 501(c)(3) and letter stating that St. A and EH keep separate books and boards. Bob is working on this.

Urban Subsidy - We have received an application for next year which is due 2/1/91. For 1990-1991 we have received a grant of \$2400. This is through the RC Diocese.

Daisy Marquis Jones - has awarded us a \$5000 grant. We will receive the paper work next month.

Jr. League of Roch. - is mailing us an application for their mini-grants of \$1.00 to \$1000 which is due 3/1/91

Monroe Foundation - grant application for \$4000 has been submitted. The deadline and meeting dates are 12/90. This is through Covenant Methodist Church.

Wilmont Foundation - have requested application twice, but minister is out of town. This is through Grace United Methodist Church.

Checkbook Mystery: Gerry? Bob? Lynne?

Speaking/Preaching: Brian

House: driveway done, lattice being worked on, still to be done: sidewalks, patch flu, garage, porch floors, plumbing (still waiting for Tony's friend), floor in entrance way, paint hallways, stair rug, 11 tickets outstanding. C of O no problem. ~~What to do with stove?~~

Next Meeting Date: Tuesdays impossible for Anna.

Closing Prayer: Maribelle

1 *
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168
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St Mary's
of Dear

K
or
Paint
Middleton

1 amp 2

Volunteers

- Ray?
Me?

Dec 8th or 18th

9:30 - 12

12:30 - 2:30



A Two-Bed Hospice Serving the Rochester Community

Elisha House

AD

November 1990 • Vol I, Issue 2

370 Chili Ave. Rochester NY 14611 • 716-464-8852

From The Director

Plans continue toward our opening ceremony Sat Dec 1st - a house blessing and reception. Look for your invitation in a few weeks. The month of December will be spent finishing up last minute details and training volunteers. We plan to be ready to admit our first patient by January 5th.

We continue the work of refurbishing the house, recruiting volunteers and the especially difficult, slow, and often frustrating task of applying for grants to fund our operations. While each job completed brings us closer to the satisfaction and joy of opening day, in a sense, we're behind before we've even opened: we've had to turn down two more patients since last month's newsletter.

Alternative Care No More

We're now a hospice! A change in NYS regulations permits the existence of 'unregulated' two bed hospices. Previously, any size facility that called itself a hospice had to meet certain board of health and code requirements.

While not bad in themselves, to have met these requirements so EH could call itself a hospice would have delayed the opening by 1 to 2 years. Not only is hospice a lot shorter to say than 'Alternative Care Facility For the Dying', people are more familiar with what a hospice is, which should help us promote EH to the community.

Funding organizations should also look on us a little more favorably, because under the Alternative Care, etc., concept, there was a slight possibility that the state could shut down EH. These funding organizations are very conservative and don't like to give money to any organization that has the least bit of risk associated with it.

Our brochure needs to be reprinted and we'll revise it to reflect our new status: Elisha House - A Two Bed Hospice.

Volunteers

As a result of our last newsletter, we have added several more volunteers to our list of recruits, for which we're very grateful. We still need about 80 more people to properly staff the center without overloading anyone. Pass the word along in your office, neighborhood and place of worship. You certainly don't have to be a medical professional to help, but we do need people with medical experi-

ence in addition to "lay people". Volunteers will be scheduled in shifts of about 4 hours each throughout the night and day, and as long as we have enough people on duty, the shifts can be fairly flexible.

We still have need of a special volunteer: a physician. This person would help with two major areas:

- Admissions screening: whether or not the medical needs of patients referred to us can be met by our services
- Write & change prescriptions

The hours would be on an as needed basis, generally 5 hours/month. As we only have two beds available, admissions screening would be once a month or less.

Please keep us in your thoughts and prayers, as Elisha house depends on your support.

- Deacon Lynne, Director

"This Old House"

Progress continues to be made on the house itself - the back door can finally be opened & shut without three people and a hammer. The upstairs hall has been painted and after much crawling around on hands & knees with a ratchet-wrench, a pile of legs and leaves has been reassembled into a very large dining room table - now all we need are some chairs! Thanks to all who helped!

Dear Santa

Add Elisha House to your Christmas List! This is our Wish List of remaining items we need or would like to have before we open.

We Need ...

Wheel Chair
Fire Extinguishers
Bath Towels (Peach, White, Lt or Dk Blue)
White Latex Paint
Bed Linens (Twin) (Lots)
Pillows: bed & couch
End tables
2 Electric Heaters
Hospital Rolling 'Over-The-Bed' Tables (2)
Bedroom Mirror
Dining Room Chairs
Sofa bed
Easy Chairs

Trash Cans
Tool Box (FULL!)
Step Ladder
Fans- Window or Table
Lamps - Table, Floor, & Bedroom
Computer
Curtains
Clocks - Wall & Alarm

We'd Love to Have ...

Calendars
Wall Hangings
Nature Posters
Lawn Chairs, Picnic Table
Garden Tools

22
118

Fund Raising Activities

We have had several responses to a series of letters we sent to all the Roman Catholic and Episcopal Churches in the Rochester area. Instead of a general request for money, we asked each parish to consider sponsoring the payment of a specific bill for 1 month or a year. For example, \$250 for 1 month of RG&E or \$36 for the telephone. The requests were tailored to the size and (perceived) financial capabilities of each church. St. Luke's Episcopal, Brockport, is sponsoring the telephone bill for a year; St. Mary's Church of the Deaf RCC, the water bill; and Church of the Epiphany, snowplowing. Thank you!

We are speaking at Good Council RCC and Holy Name of Jesus RCC in December. We also have a date in January to speak to the Victor Lions Club. We'd be happy to speak at any church or service organization who is interested - just call us at Elisha House to arrange a date - 464-8852.

We're planning a little something to relieve the late winter doldrums: a Mardi Gras! Costumes, Food, Music & Fun - it'll be on a weekend, though, not Tuesday. One last fling before Lent starts!

Financial Report

Although our need for funds remains critical, we have made some progress. The Rochester Area Foundation Grant we mentioned having applied for last month has been awarded! Elisha House will receive a \$4000 grant for start-up costs. However, this is contingent upon our raising an additional \$20,000 in the next six months and we don't get the \$4000 until we raise the \$20,000!

► To Date: Monies In Hand & '91 Budget

We have about \$6000 in the bank, or committed to us, towards operating expenses once we open. This

includes \$1100 raised by the St. Augustine's Rummage Sale and \$400 from the St. Stephens Auction. We have also received \$660 for operating expenses from several churches in the area (see *Fund Raising Activities* -Ed.). The budget projected for our first year is \$50,000, so we have a little way yet to go.

The largest items on the budget are salaries: \$17.5K for a full time, possibly residential, Nurse/Administrator and \$15.5K for the Director. The rest goes to pay the groceries and so on.

► Gifts In Kind

These are all the items and services that have been donated. We can list a value for every thing donated and show that amount as part of the money we've raised. To date, we have over \$17,000 in Gifts In Kind. This is particularly beneficial when applying for grants, because even in a not-for-profit organization, it takes money to make money. The more 'dollars', real & in kind, we can show we've raised, the more a foundation may be willing to give us.

The Rochester Area Foundation is willing to accept "some" of our Gifts in Kind toward the \$20,000, but they are more interested in seeing us raise more cash for operating expenses. However, on the up side, we'd have to raise the money anyway and the \$4000 grant plus the \$20,000 we have to raise will put us about halfway to meeting our first years budget.

► Other Grants Applied For

We have applied for several other grants, two from whom we have had responses.

- The Roman Catholic Diocese has awarded us an Urban Subsidy Grant of \$1200, with another \$1200 to follow in 10 monthly installments.

- The Daisy Marquis Jones Foundation will decide on our \$5000 grant proposal in November.

Both of these grants can apply to the RAF \$20,000 requirement.

Elisha House
St. Augustine's
410 Chili Ave.
Rochester NY 14611

Non-Profit Organization
U.S. POSTAGE
PAID
Permit No. 1415
Rochester, N.Y.



Elisha House

370 Chili Avenue Rochester, NY 14611 ✂ 716-328-4494

Bob Ring

ELISHA HOUSE ADVISORY BOARD DECEMBER 10, 1990 7:30 pm

PRESENT: Nick Francesco, Anna Erdle, Louise Hapeman, Gerry Murty, Lynne
and Brian Mc Nulty.

EXCUSED: Elaine Francesco, Maribelle Reiss, Bob Ring, Dick Comegys

The meeting opened with prayer by Brian at 7:40

Anna reported that the volunteer training on Sat. Dec. 8 went well. Anna, Louise and Lynne worked mostly on feelings, but some technical things were addressed: demonstrations on body mechanics, lifting and positioning residents, bed changing, and bed pan useage. It was agreed that the day was too long, and the practical things are better done with actual residents with particular needs. (also, we only had 6 other people participate) The afternoon consisted of a death and dying component, briefly done with a lot of handouts. It's been decided that the first Saturday of every month will be set aside for volunteer meetings, the next one scheduled for Jan. 5, 1991 9:30-11:30 for an inservice on AIDS. We anticipate many of our residents will be PWAs. Louise is a trained AIDS educator and Anna is arranging for a friend of hers, also trained, to work with Louise on this. Time at these Sat. meetings will also be set aside for volunteer sharing and support. Anna, Louise, and Judy Zettek, also a nurse, are working on a handbook to be used by volunteers.

Dr. Jeremy Golding of Chili Family Medicine has agreed to volunteer his services to us. For this we are most grateful.

For our opening ceremonies Rev. Sebastian Falcone has agreed to speak on death and dying: the Christian influence. We also hope to have Kathie Quinlan to speak on hospice care. She is director of Isaiah House. Brian and Lynne are working on the liturgy, but still need to plan the house blessing. Elaine is working on invitations and refreshments. Holiday Inn has agreed to furnish some goodies. (Since the meeting Elaine has run into some major difficulties at work and simply does not have the time to do invitations. Lynne, Brian and Maribelle put in quite an afternoon and evening, but managed to get something in the mail. Super thanks go to Brian and Maribelle!)

Tim Schwingle of St. Stephen's works at a medical supply company, and is checking with others as well to help fill our medical supply list of needs and wants.

Mary Petote and Adele Mc Carthy are working on a letter writing campaign to local businesses as a means of raising funds. Nick has offered to personalize letter heads for each one.

Turn the paper over. There's more on the back.

100-1051
Dick Comegys is looking into the possibility of our sharing a snow plowing contract with St. Stephen's, and also the possibility of that parish sharing the cost of postage for our bulk mailings now being covered by St. Augustine's.

It was decided that we don't have the time or people to properly do a Mardi Gras this year on Feb. 8 with the opening on Jan. 6, Brian, Nick, and Elaine being involved in Canterbury Tales, and Tony and Al doing Candle Light Dinner on Feb. 9. We'll keep it in mind for next year, and see about something for St. Patrick's Day for 1991. Also, we'll be getting a block of tickets for "Canterbury" to sell at a profit for Elisha House.

Fred Erdle will copy volunteer forms to be put in pews at St. Stephen's and St. Augustine's, and Lynne will do a poster with sign-up schedule in hopes of gaining some more volunteer help. (This has since been done. Keep hoping.)

Louise has still not caught up with the hazardous waste person at St. Mary's, and so will write her a letter.

The meeting closed at 9:00pm with a prayer led by Nick.

Minutes: Lynne

Next meeting - Jan 16 - Wed - 7:30 - EH

Elska House Advisory Board Agenda 1/16/91

Opening Prayer

Info Day 4/27 - who can go?

Video from 1/6 - where?

Nurse Administrator

What do we need to open?

Set date to receive residents

Offer

Closing Prayer

January 1991

Sun	mon	Tues	Wed	Thrs	Fri	Sat
		1	2	3	4	5
			can't do last one			
6	7	8-12 } Lynne 12-4 } 4-8 Carleen & Mary Ellen DC 8-8 DC	8-12 } Lynne 12-4 } Jean Scintilla 4-8 DC 8-8 DC	8-12 } Lynne 12-4 } Chris S 4-8 DC 8-8 Kenny DC	8-12 } Lynne 12-4 } 4-8 Katrina DC 8-8 DC Anna	8-12 Sylvia DC 12-4 DC 4-8 DC 8-8
8-12 DC 12-4 DC 4-8 Rocco DC 8-8 Tony DC	8-12 } Lynne 12-4 } Cheddy 4-8 DC Mike P 8-8 DC	8-12 } Lynne 12-4 } 4-8 M. Ellen, Carleen DC 8-8 DC	8-12 } Lynne 12-4 } M. Hendel 4-8 DC 8-8 DC Molly: not all night	8-12 } Lynne 12-4 } Chris 4-8 DC 8-8 Kathleen 8-7 DC Ken	8-12 } Lynne 12-4 } 4-8 Katrina DC 8-8 DC	8-12 DC Sylvia 12-4 Hepworths 4-8 DC 8-8 DC
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Jim

PRESENT: Anna Erdle, Elaine Weinzler-Francesco, Louise Hapeman, Lynne McNulty

ABSENT: Brian McNulty, Nick Francesco, Bob Ring, Dick Comegys, Gerry Murty, Maribelle Reiss

The meeting took the form of informal discussion, with the TV on as war had begun in the Middle East 30 minutes before hand.

NURSE ADMINISTRATOR: On 1/9/91 Louise, Anna and Lynne interviewed a person for the position. We were all pleased with her, however the applicant chose not to take the job. We have had no other applicants to date. The position is being advertized in the 19th Ward Update as well as within our 2 parishes and in our newsletter. At the suggestion of Anna and Louise, Lynne will place an ad in the Gannett paper and the City paper. In the interim we may ask Sheila Storath if she would be interested in filling in on a temporary basis for \$15/hr. There was discussion as to whether the \$17,500 for 20 hrs. is too much. If we can get someone for less, we will.

VOLUNTEERS: The presence of many blank spaces on the volunteer schedule was noted by all. Anna pointed out that our press coverage has not included Gannett, and suggested that we might get more volunteers if more people knew of our existence. She will talk to her friend who would like to do a human interest article on EH for Gannett.

OTHER: Louise finally was able to contact St. Mary's about hazardous waste disposal. They are at capacity now, as are most other hospitals, and are not taking any new contracts. For the time being we will bundle our waste and take it to Louise at Woodward to be disposed of. In terms of admitting residents, Louise cautioned that we need to be sure they arrive here with any written prescriptions they may need so that we can have meds available.

DATE TO RECEIVE RESIDENTS: Sun. Jan. 27 was chosen as a date, still in the month of Jan. to protect our grant monies. This gives us some time to seek a nurse administrator and more volunteers. Those present were in agreement that we will start with one resident for the first few days to a week, and that we'll stick to the date of 1/27 with the number of volunteers we have and, if necessary, without a nurse administrator. Earlier in the day Maribelle had expressed her disagreement with this to Lynne. This was discussed, and it was decided to go ahead. That we are fortunate enough to have social worker Dick St. Pierre volunteering his services was one factor in the decision, as was the number of volunteer nurses, visiting nurse services, our volunteer doctor, and Anna and Louise's willingness to stand by as needed.

Since there were only 4 out of 10 members present at this meeting, it was decided that Lynne would write the minutes and distribute them with this invitation to all who were absent to contact her ASAP with any questions/problems/comments. Following our usual pattern, our next meeting will be the 3rd Wed. in Feb. That makes it Feb. 20 at 7:30 at EH.

Lynne McNulty

Elisha House Advisory Board 1/16/91

Update:

Open House: \$535 in donations was collected. We have the church liturgy on video tape and will set up a time to see it.

Our invitations and newsletters were received by most 1/17/91.

Brother Bob has volunteered to help w/ bulk mail organization.

Sebastian Falcone suggested I write to his friend, George

Heisel - Pres. Natl. Ambulance - for med. supplies. I have done so.

Speaking Plans: Brian addressed the Victor Lions Club 1/15/91. Good Council has invited us to speak at a soup supper on Ash Wed. following a 6:00 Mass. We've also been invited to have a display table at Mercy Motherhouse for their info day, April 27, 9:00 - 11:00. Brian & I can't be there, so will need to send someone else. (Also - under PR - we now have HPA's press list for future use.)

Memberships: We have been invited to take part in Network 19 - a monthly meeting of 19th Ward agencies & businesses to be more familiar w/ one another. The first meeting is at St Y 1/17/91 for lunch - BYO. It's time to renew membership in RATFA (Rock Area Task Force on AIDS) This has been a valuable resource for \$25/yr. We need to attend monthly meetings. Next one 2/12 at MCH 8:30 am. Brian & I are splitting a seat on St board for Concero for Dying. Dick Conerys and sometimes I represent St Stephen's & EH on GRAIN (Greater Rock AIDS Interfaith Network).

Residents: So far we turned down 5 referrals from AIDS Roch, Strong Oncology and individuals. I have names and phone numbers of 2 people at AIDS Roch. happy to make referrals. Sunset House doesn't take PWAs, but has no trouble finding residents by calling area hospitals.

Financial: Our mid-year evaluation^{*} & grant proposal for RC DIB. Urban Subsidy Grant are due 2/1/91. They have sent a check for the 2nd half of last year's \$2400. grant. I have contacted Barnett, but they have no funds for our type of services. We have received \$1000 grant from St John the Divine AIDS Memorial Fund and a \$2500 grant from Kodak. Our savings account is now over \$22000.⁰⁰ This enables us to collect our \$4000 grant fr. RAF once we are up and running.

Volunteers: We need more. Our need will be appearing in newsletters for RATFA and the Sisters of Mercy. Also, the volunteer coordinator for AIDS Roch. is helping with this. (See calendar chart) Last inservice better attended (19)

* I need someone to help me do this

Minutes of Elisha House Board Meeting
February 20, 1991

Present: Anna Erdle, Louise Hapeman, Lynne McNulty, Gerry Murty, Dick St. Pierre
Absent: Maribelle Reiss, Dick Comegys, Bob Ring, Nick & Elaine Francesco,
Brian McNulty

The meeting opened with a prayer. As a result of Judy Zettek's talk at Good Council Parish we have one, possibly two or three new volunteers. Brian's visit to St. Joe's in Rush brought us \$100 and St. Louis in Pittsford has donated \$600. With our \$4,000 grant we're now up to a little over \$26,000. Tony's yard sale is set for May 2, 3, and 4.

Dick St. Pierre has been doing yoman service for us as social worker as well as offering his support to me. In addition he and his wife, Barbara, have been doing computer work for us. We are pleased to welcome Dick to our advisory board.

It was suggested by Anna that we check with nursing agencies for a nurse administrator. The board expressed their concern about my having to personally fill all the shifts not covered by volunteers. Anna will help with scheduling.

Our next meeting is set for Wednesday, March 13.

Jim

PRESENT: Bob Ring, Dick St. Pierre, Dick Comegys, Gerry Murty, Brian & Lynne

ABSENT: Anna Erdle, Louise Hapeman, Maribelle Reiss, Nick & Elaine Francesco

The meeting opened with a prayer.

CANTERBURY TICKETS: were handed out to be sold for \$20 each. We get to keep all \$20. If all 25 are sold, it will mean \$500 for Elisha House. These tickets are good for the play only. Dinner will be an extra \$13.50 at the door. Reservations for dinner should be made by calling the number on the ticket.

FINANCES: We're still a little over 1/2 our projected annual budget. It was decided that St. Augustine's should be reimbursed quarterly for EH expenses. Bob will check with Jim as to what those expenses might be. Along with that the director's salary will be readjusted. Dick St. Pierre reported having written a check for \$60 to cover computer labels and postage for mailings to area businesses and different grant makers.

NURSE AND NURSES' MEETING: Bill Schlageter's visiting nurse has expressed an interest in our nursing position. We are offering \$15/hr for 20 hrs/wk with no benefits. She is currently discerning this with her husband and friends and will let us know soon. So far we have managed without a nurse, but it has put extra strain on our volunteers and the director. The board decided it's best to hire a nurse. One issue has been having several volunteer nurses doing training and organizing several different ways. We will plan a nurses' meeting to coordinate efforts.

SOCIAL WORK: Social worker Dick St. Pierre, reported feeling useful the past weeks as we have been dealing with a disfunctional family. He said he finds his work here satisfying as well as providing added experience in death and dying that he doesn't get at Hillside. I deeply appreciate his gifts to us as he helps with residents, families and loved ones, volunteer support and support of me. Thanks, Dick!

COURIER ARTICLE: Due in print on 3/21. Article features Geraldine's family's experiences at EH, and is part of a spread on death and resurrection.

OTHER: Gerry Murty raised the point that only care givers are notified of in-services, deaths, in-takes, etc. We will expand the phone list to include others. Bob stated that he doesn't feel over-worked at EH, just everywhere else. Bob is donating money from his stipend fund to EH and was there to anoint Geraldine shortly before she died. Family members found this very comforting. Thanks, Bob!

Our in-service April 6 is on volunteer grieving. Bob suggested that Dick St. Pierre contact Sr. St. Luke re: her planned bereavement support for surviving spouses. He will do so.

Nick Francesco will represent EH at the Sisters of Mercy Information Day on HIV/AIDS April 27. The speakers are excellent, and anyone wishing to go along with Nick is encouraged to do so. We discussed the need for more AIDS education here. It was decided that the need goes beyond EH. I will contact Sue Cowell about doing a presentation for both of our parishes and about getting some literature for EH. Sue is the AIDS Coordinator for Monroe Co. Dept. of Health.

Lynne Tobin, director of Advent House, and I are planning a network meeting of all the houses for Wed. Mar. 20 at 7:30 at EH. All board members are welcome.

NEXT MEETING: Thursday, April 18 7:30 EH

The meeting closed with a prayer at 8:50 pm.

PEACE,

Elisha House Report for Parish Council 3/14/91

Fund Raising: \$1100.⁰⁰ Dr. Campion's rummage sale. \$586 HPA dinner raffel, \$400 St Stephen's auction, Letters to churches to help pay bills \$600-\$700, Urban Subsidy Grant \$2400,*
Canterbury Tales 25 tickets for Mar 23 to sell for \$20 each,
Rummage sale for May, Mardi Gras for 1992

Totals: Savings \$26422.25 Checking \$559.39
Mems. \$235 (in saving) Petty cash \$94.77

Grants: Daisy Marquis Jones \$5000, RAF \$4000,
Monroe Foundation \$3500, Kodak \$2500,
RC Dio. Urban Subsidy \$2400, Cathedral of St John
The Divine AIDS memorial Fund \$1000.

United Way: Donor option 1628

Speaking Engagements:

Holy Name
of Jesus

Grace Episc Church, Scottsville, St Andrew's Episc.
Caledonia, Quail Council x2, Lions Club,
(Please see calendar on agenda for 3/13)

Residents: Madeline 2/1 - 2/11, Bill 2/26 - 2/25, Gerry 2/27 - 3/9

Volunteers: 37 who do direct care + visiting nurses + aides

Ice Storm: EH had full power. If we hadn't we would have moved Gerry via ambulance to some one's home that did.
One volunteer + her family moved in to EH until their power was restored

Book Statement: see folder

Needs & Problems: Need more volunteers who will work directly with our residents
Need more sources of funding

Staff Training & Support: Every first Sat of each month from 9:30 - 11:30 AM we do an in-service on a pertinent topic along with time for volunteer support & training. Director & SW available to talk when need arises. We offer opportunity to attend residents' funerals and do a memorial service for each resident at EH for the volunteers. (Burr's is Mon - Mar 18 at 7:30) Volunteer nurses train other volunteers in direct care. Much of this varies according to residents' needs.

Inter-agency connections: EH is a member of GRAIN, RATA, & Concern for Dying. Sunset, Isaiah & Advent have made donations of Chux, Depends, etc. Lynne Tolun (Advent) & Lynne McNulty are planning a networking meeting of all the houses for next week at EH.