

PARTNERSHIPS CENTER FOR ADULT DAY CARE, INC.
BOARD OF DIRECTORS MEETING
THURSDAY, AUGUST 16, 2018

Present: Shirley Pripstein, Dan Skibitcky, George Alexander, Jennifer Brosious, Jeanne Folsom. Also present: Valerie DellaRocco-Civitello

Absent: Patricia Gilmore and Elizabeth Leonardo

Shirley called the meeting to order at 12:05 pm.

MINUTES: The minutes from August 9, 2018, were unanimously approved as submitted.

TREASURER'S REPORT:

George reported that the expenses for the month of July, 2018, totaled \$20,456.12. The income totaled \$19,067.15. Client billing was \$19,044.62 and other income was zero. The month ended with a negative balance of -\$1,388.97. The Oppenheimer balance is \$5402.08. The checkbook balance on July 1, 2018, was \$3,130.90. The current checkbook balance is \$8153.75

The Treasurer's Report was unanimously approved as submitted.

DIRECTOR'S REPORT:

Highlighted:

- Two potential new admissions: one gentleman is coming tomorrow with his wife and daughter; one woman came for a trial day last week, but hasn't been back - Val will continue to encourage her to attend
- Staffing issues are currently under control as far as the CNA's.
- Meeting with a Quinnipiac nursing student who requested an internship in the fall
- Val presented her 'goodbye' letter for review
- Reminded us to check out the other local adult day centers' websites for fundraising ideas
- Marybeth will come in next Thursday and Friday to 'shadow' Val and 'learn the ropes.'
- Marybeth's hours have been increased to 30 hours per week (6 hrs. per day) to cover CAADC requirement for "full time administrator"
- Val asked that we review the 'sliding fee scale' to determine whether it's still appropriate
- Another possible per diem back-up - Diane Maglione, RN
- Val suggested having an open house in the Fall

OLD BUSINESS:

Highlighted:

- Marvin (accountant) is away on vacation, but will look into the copier/property tax issue when he returns; Shirley believes we would need to file an exempt form every four years with the Tax Assessor - Vicki will look into specifics as to who signs it, etc.; copier is currently leased from ABM Business Systems, Inc.; cheaper to purchase a new copier rather than lease? Pros/Cons of each? We'll discuss this further

- Potential capacity for eight more clients, depending on whether client needed total care and/or was in a wheelchair
- Employment contract draft - Shirley will correct any mistakes and make changes pertaining to the holidays

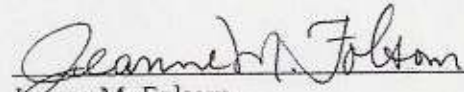
NEW BUSINESS:

Highlighted:

- Sliding Fee Scale for Paying Clients: would need to look at the inflation rate, median income, etc., and determine on an individual basis; We'll discuss this further
- Shirley made a motion to authorize George to close out the Oppenheimer account and transfer the funds to a more advantageous account (money market? etc.), providing he investigates the best option and informs the group beforehand as to his decision. (George/Dan)
- New signatures are needed on all bank accounts for operating purposes; Shirley, Dan, Jen and George will go to Webster Bank along with Mary Beth next Thursday at 10:30 am.
- Employee handbook needs to be looked at and revised – many questions regarding vacation time/holidays/snow days/part time vs. full time, etc. We'll discuss this further

ADJOURNMENT: Shirley adjourned the meeting at 1:55 pm.

Respectfully Submitted:



Jeanne M. Folsom

NEXT MEETING: Thursday, September 6, 12:00 noon