

PARTNERSHIPS CENTER FOR ADULT DAY CARE, INC.

BOARD OF DIRECTORS MEETING  
THURSDAY, SEPTEMBER 20, 2018

Present: Shirley Pripstein, Dan Skibitcky, George Alexander, Jennifer Brosious, Patricia Gilmore, Liz Leonardo, Jeanne Folsom. Also present: Marybeth Kiely

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

MINUTES: The minutes from September 6, 2018, were unanimously approved.

TREASURER'S REPORT:

George reported that the expenses for the month of August, 2018, totaled \$21,605.82. The income totaled \$23,685.71, ending the month with a positive balance of \$2,079.89. The Oppenheimer balance is \$1,408.13 (The dividends have come out so Vicki will now close this account). The checkbook balance on September 1, 2018, was \$5935.98 (\$4,000.00 came from the Oppenheimer account). The current checkbook balance is \$10,273.31.

The Treasurer's Report was unanimously approved.

DIRECTOR'S REPORT:

Highlighted:

- The average daily census is 14. The 'magic' number would be around 20.
- Kent Chu, a former client, has left because his daughter thinks he has too much money in his IRA, and her mother has now quit her job to stay home to care for him. George suggested they might want to look into the donation process the way he had. Shirley advised that Marybeth tell the daughter to consult with a CT Elder Law Attorney.
- One CNA has left (Alexis); another asked for Mondays off (Francesca); Emily, who normally works Tuesdays and Wednesdays, will fill in on Mondays, but if this doesn't work out we would need another CNA for 9:00 – 4:00 for that day.

OLD BUSINESS:

Highlighted:

- Shirley represented Partnerships at the Whitneyville Fall Festival. She estimates that she gave out about half the brochures. If we get one new admission it would be worth it. She also thinks the new banner helped to call attention to her table.
- Health Fair at Miller, Thursday, October 11: Jeanne will cover 9:00-10:00, Liz 10:00-11:00, and Shirley 11:00-12:00.
- Shirley will speak at the Health & Wellness Council meeting on Thursday, November 15, 8:30, at Atria Larson Place. This committee would like someone from Partnerships to join. Meetings are held on the 3<sup>rd</sup> Thursday of each month.
- George suggested using the Homepage on our website as a 'bulletin board' to announce current and upcoming events. On a related note, Pat will contact WQUN Radio to see if we could secure an on-air spot to advertise.



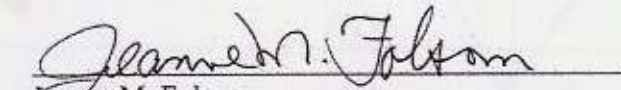
- Shirley made a motion that she send a press release to the Hamden Patch and the Post Chronicle. Dan seconded, all were in favor.

#### NEW BUSINESS:

##### Highlighted:

- George had looked over the by-laws and discovered that there were several rules/regulations that we had not been adhering to. These would need to be rewritten/revised.
- Dan proposed that we look at 'self-janitorial service' as a way to save money. Staff and/or Board members could take over the light/basic duties – emptying trash cans, wiping down the kitchen, mopping floors, vacuuming, etc. - more serious duties such as carpet cleaning can be done periodically by a professional service. The group was in favor.
- A new board member (Patricia Vener) will be attending the next meeting, and will take over as Secretary.
- An Open House/Happy Hour is planned for Friday, November 9, 4:00-6:00 pm, at Partnerships. Wine, cheese and crackers, other h'ordeuvres, etc., will be served.
- Liz suggested having a one-night-only workshop for caregivers, perhaps in the Spring.

Respectfully Submitted:

  
Jeanne M. Folsom

##### **\*Jeanne had to leave at 1:00, but Jennifer continued to take notes:**

- By providing our own housekeeping services, Dan estimates that we'd save around \$500.00 per month. He and Marybeth determined what tasks were needed and explored how to fairly distribute them among the staff.
- Additional CNAs are needed due to some scheduling challenges with the current CNAs.
- Liz suggested having a grid displayed with the different activities during the day so that people could get a sense of how the day is structured to keep the clients active and engaged.
- George brought up the need to change several things on the pamphlet. It needs to be updated and reprinted prior to the Health Fair on October 11. One aspect addressed was whether there should be an additional charge for bathing and what the charge should be. Following some discussion, Liz made a motion that the charge be \$40.00, seconded by Pat, all were in favor. It was decided that this would not be included in the pamphlet but would be mentioned when people inquired as to our fee schedule.

The meeting ended without formal adjournment at 1:30 pm.

**NEXT MEETING:** Thursday, October 4, 12:00 noon



