

## Minutes of the Board Meeting Partnerships Adult Day Center 19 March 2020

Called to order at 11:11 AM

Attendees: Shirley Pripstein, George Alexander, Jennifer Brosious, Liz Leonardo, Patricia Burke, Janet Emanuel, Dan Skibitcky. MaryBeth Kiely, and Patricia C Vener-Saavedra  
Guest: Vicki Crocco

1. Previous minutes approved.

### 2. New Business

- **Closing for Covid-19 protection** - Already two clients are being kept home. The case was made that it is inevitable that one of the staff will become infected, not know it, and spread the infection to our very vulnerable clients. Also Mary Wade and Clelian are both closed already as are many other ADCs in the state.
  - Motion made by Pat Seconded by Liz: Partnerships will close end of Friday and remain closed indefinitely, to be revisited regularly (every other week at least) by the Board.
  - Vicki will issue staff layoff notices but she will remain on duty for an extra week. She will call clients (phone). Staff to be advised that Yale, probably among others, is looking for temporary medical staff including CNAs.
  - Shirley will write up something to send (mail?) to clients.
  - Motion passed unanimously.
  - We might consider looking into non-profit grants (and loans?).
  - Partnerships will reopen without MB - see below.
- **The MaryBeth problem** - Her letter to Vicki(!) implies her intent to quit.
  - Reasons we would be better off with replacing her (as put forth by various Board Members)
    - She takes off more time than she has earned
    - She is a disaster at organizing
    - She loses important tools and papers
    - She seems unable to handle more than one thing at a time (e.g., doing managerial work while also aiding CNAs)
    - Remaining on site til closing when needed even if she came in early
    - Asking for an advance on leave, promising not to ask or take more than that and then going ahead and scheduling more leave time for herself
    - She scares prospective clients away.
    - She does not follow up (clients, resources, etc)
    - She has foisted off a great deal of her work onto Vicki
    - Her letter of intent was sent to Vicki, not the Board. Vicki is not her boss, the Board is.
  - Other considerations
    - Her contract was for a year, open ended but with a "fire at will" clause. Shirley will speak to a colleague who has employment experience to be able to compose an effective letter of termination.
    - MB is already collecting unemployment while we are closed for the Covid-19 pandemic.
    - Reopening with new Director - we have three options: either of the two people I

recommended or the Dawn/Lucille combo (recall Dawn is only an LPN and Lucille is in her 70s with other commitments).

- **Board will conference every other week.**
- **Hiring Committee formed: Shirley, Dan, Janet**

3. Moved to adjourn, all approved. time ~ 12:05 PM  
Next meeting is 2 April 2020 Partnerships at 11:00 AM

A handwritten signature in black ink, appearing to read "Patricia C Vener-Saavedra". The signature is written in a cursive style with some loops and flourishes.

These minutes signed by Patricia C Vener-Saavedra, Secretary