

Minutes of the Board Meeting Partnerships Adult Day Center 16, 17 April 2020  
(combined meeting over two days).

Called to order at 11:03 AM 16th

Attendees: Shirley Pripstein, George Alexander, Jennifer Brosious, Liz Leonardo, Patricia Gilmore, Janet Emanuel, Dan Skibitcky. Diana Sarro, and Patricia C Vener-Saavedra  
Guests: Vicki Crocco

1. Determined that not everyone received notification and link. Shirley will send manual email notification.

2. Janet got the EIDL grant application filed.

3. Shirley and Vicki still working on PPP application - will be finished today as it is due today. There are information lacks that we don't know we need until we get to next page (includes rent costs, for example). Shirley needs Vicki on the phone at the same time as Vicki has information at hand that Shirley does not.

4. \$8,842.00 and change in bank.

5. Dan - needs rent \$3,034.00 per month includes trash water heat for April.

6. Moved to adjourn until following day, all approved. time ~ 1:45 PM

7. Reopened meeting: 17th, All here except George at 17 April 2020 @ 11:16 (incl Vicki, Diana) Called to order

8. Grant application for PPP filed yet they had emailed back that stuff is missing: a loan calculation letter? Just type something out saying what the amount is and what we are using it for; and Vicki's license (which she sent). Vicki will write out the required note and send it back ASAP.

9. Rent to Dan for April: Diana wants to ask for a deferral; Pat Golmore wants to pay but then return the funds back into reserves when/if we get a loan/grant. Diana suggests partial payment. Dan wants full payment because he has expenses. Reminds us that he has excused 300 per month over the past two years.

Rent is \$3,034. Janet asks Dan if he has recourse with any of the new covid-19 programs. Dan says none of these cover rent. Shirley says "residential evictions are suspended because courts are closed. But no one knows when they will open and people will supposedly have time to recover later. Attorneys don't want to go to court because it's a "factory for viruses." Suggests we pay Dan for April and then see what happens for May. Hopefully we get grants Dan suggests Shirley ask De Laura ask to work harder to expedite the second wave of grants and loans for small businesses.

Patricia moves we pay the rent for April second Liz.

Dan - yes,

Shirley - yes

Liz - yes

Pat yes

Jennifer - yes

George - Yes

Janet - yes

Patricia - Yes

Passed unanimously.

10. Board Structure from Diana: Role of Executive Director - Shirley wants to circulate the 2 resumes we have and interview them as well as look at the role of the position. Another possibility would be to hire Dawn (LPN) and another RN for Part Time role to split the position. Does RN need to be the one to write case notes? If so we cannot go the Dawn/RN route. Shirley prefers to find the people first. I agree, but we do not vote on this.

Executive Director Search Subcommittee is formed: Shirley Janet and Dan. Shirley will send resumes out and they can discuss interviews at Partnerships on a Thursday.

Dan suggests subcommittee should meet before interviews.

Jennifer wants to put out an ad to explore other resumes. (post job search for free online). But not on facebook page nor on Website.

Diana asks who posts and what will the description consist of?

Shirley does not want to put the whole description online.

I suggest if we post we should post for the single position because we have two people for the single position first.

Janet Do we really need a full time RN?

George and Shirley don't care if we don't if it is allowable. But Shirley also says people need the right atmosphere. Including personality of the Director. Val interviewed and made decision to hire MB.

Shirley is looking at overall competency, come to work everyday, be reliable. She will write a generic blurb with subcommittee over weekend (Sunday afternoon) at 1 PM. Then they will send this to rest of us for our input and then post it.

Lost Shirley at 11:57

We continued:

George offers that Clelian charging private pay for 115 for having RN on staff (for those who are private pay as the state mandates Medicaid/Medicare fees).

Diana's query of how we function as a board comes up. We don't function as a corporate board. Can we restructure so as to define individual roles. Looking at our strengths and weaknesses so that we can work effectively. What do we need on the board?

Janet: was asked to look at structure. Stands out that we need agenda that we can consider before we meet so we can see what is being done and has been done considering specific roles. We get things done but we don't finalize. Example Structure of handbook; job descriptions to guide what comes next. Our structure is too loose. Conference calls need to let one person speak at a time. Look at restructuring our Board documents; what is our function in overseeing the running of Partnerships?

Liz agrees, we need to define structure of the director's duties so that the board is not looking at every small thing

George: maybe we should have a safety word for interruptions. Gives two examples of a functional and non-functional board. Boards need discipline. Also suggests that one hour is not enough for a meeting.

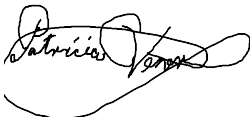
I, Patricia, offer to send out requests to add to the agenda and work with Shirley on getting out an agenda before the meetings. We decide to report at next board meeting what we discussed as an impromptu Board Structure subcommittee.

Diana asks that we look at her email and respond to it. She will compile it. Also notes that Jackie Downing is willing to help us out pro bono to become a more effective board. (Apparently she loves Partnerships!)

Diana says further that we can respond privately and ask for anonymity.

Next update meeting is 23 April 11 AM by phone (Shirley will send manual reminders and call-in information).

Meeting adjourns at 12:38 PM

A handwritten signature in black ink, appearing to read "Patricia C Vener-Saavedra". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

These minutes signed by Patricia C Vener-Saavedra, Secretary