

Minutes of the Board Meeting Partnerships Adult Day Center 30 April 2020

Called to order at 11:09 AM

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

1. Treasurer's Report - George -

- **Income March** \$6,526.66;
- **Donations** - \$2,008.49
- **Total Income** \$8,538.15;
- **Expenses March 14, 1496.40 (5,961.25);**
- **Reserve** \$8,843,63
- **Checkbook:** \$7339.22 (as of March 1), ~\$4,500 (as of 30th April);
- Paid April's rent;
- Selective insurance - payments can be delayed to March 30th

Discussion ensued about projections of finances in advance of reopening. We have no idea. George suggests Vicki make reports because we don't know what's going on, We don't have a director to do the work that should have been done. We would need to pay Vicki. Dan says he can put stuff together from Vicki's computer. Shirley reminds us that we know expenses as they are mostly invariable. Projections not hard. She already did them for grant / loan applications.

Motion made by Janet to have an actual treasurer's report available prior to regular board meetings (i.e., 10 to 14 days after close of the previous month) including projections. Liz seconded,

Discussion: Report prepared a week in advanced and given to treasurer. Vicki says George should do projections. Diana says she meant we need the projection of how long we have funding for before we must close. Shirley says that we need to have one month of salary in advance or we cannot reopen. Reopening is dependent on getting the loans and grants. Vicki says that Dan can help her make a projection such as Diana suggests. George makes a motion to amend the original motion to add that Vicki and Dan will make the projection as Diana describes and it will be ready within the next week. I seconded George's amendment.

Roll call vote on the amendment:

Shirley - yes

Liz - yes

Jennifer - yes

George - yes
Dan - yes
Pat -yes
Janet - yes
Patricia - yes;

Roll call vote on Motion as amended

Shirley - yes
Liz - yes
Jennfer - yes
George - yes
Dan - yes
Pat - yes
Janet - yes
Patricia - yes

2. Hiring Committee Report - have posted on LinkedIn and Ziprecruiter; Two viable resumé's from Ziprecruiter. Resume from Elizabeth Degnen, but not from Dennis Pavlik. It is requested that we should all think of questions for interview and send to Shirley, Janet, and Dan. Janet Asks for situational questions (ie, what if: e.g., what would you do if there was a conflict with staff and etc.) Vicki's input request specifically (she will be paid). Jennifer asks if some might be illegal questions.

3. Board President report

- PPP loan report - both loan apps are in but we have not heard anything yet. PPP submitted and approved after deadline for 1st round but before the 2nd round so we are high in the queue in the 2nd round. Banker (Russell) with whom Shirley and Vicki dealt was supportive of our application. Last communication since he confirmed the appl looks good (Apr 23rd). Diana asks if Vicki can confirm with Russell that we are good to go for second round.

4. Old business

- Diana's First Agenda Addition: Great Give - In progress now. Jackie Downing has put us in a pool for an additional match from Griswold Homecare. We need unique donors. Number of donors not amount it what count. There's a link in the email - go to GG website and give there. Do it now because it's only one week (til May 6th). Pat asks where the link goes - it goes to the Griswold web page for Partnerships.
- George's report on Town approach to Mayor Curt Leng of Hamden - correspondence was by email/ Leng asks what can he do to help us amd George said "reinstitute town donation back to original amount, that is, from \$9,000 to \$12,000. George has not heard anything back. Right now we have 12 clients, 10 from Hamden some of whom use the Hamden bus.
- George also raised the possibility of approaching other towns (North Haven

and New Haven) and ask for annual contribution as some of their citizens are attending. George wants a subcommittee to research contacting them and then to actually contact them. George and Pat volunteer to make up this subcommittee. Pat can talk to Freda in No. Haven and will look for whom to speak with someone in New Haven. Motion made (I have no record by whom) to form subcommittee, Janet seconded. Motion passes unanimously.

- Property tax bill erroneously sent to us. Can't deal with it until there's someone handling tax assessor's office. George says go online to town website.

5. New Business

- Diana's Second Addition to the Agenda, Governance Survey that she sent out on 17. All responses came in except one. Summary as follows,
 - "Kudos to our heart but we are all frustrated at not being effective. We lack accountability and planning. There were many suggestions." She asks that there be a governance committee to make recommendations to the chair clarifying the roles of various positions, structure, and accountability. As an example, what subcommittees are needed that we don't have. Look at by-laws. Look at new board members and hold election for new slate. We need to assess where we are as a board and what changes we need to make. Pat presupposes we need one. Pat moves that we create Governance Committee - George seconds. Dan asks how it would be carried out. Shirley thinks this is premature. We should first see if we can actually reopen. Once we have that, this is kind of a waste of time (my words). Diana says that we can't get new board members if our core (us) is frustrated. Diana volunteers to head. Dan has asks if she has people in mind to add to the board. Yes, but we are not structured well for new board members. Janet asks how we want to present Partnerships as a board to the possible new Director. She wants to strengthen from within and see what's missing. George wants to be on the committee and wants to review the bylaws. Dan volunteers, Janet volunteers. Jennifer is in favor but she is not volunteering as she has no time. Shirley appoints Diana as chairman and the others (Janet, George, Dan) as committee members.
- Vicki has been reaching out to clients to see how they are doing. All our clients and families are doing well and anxious to come back. Carmelita is thriving at home with a lot of services. Last time contacted was last Friday. She also talks to staff.
- Next meeting 14 May 2020 11:00 AM

adjourn - Motion to adjourn PCVS seconded Jennifer. 12:26 PM

Next meeting 14 May 11 AM

Meeting adjourns at 12:38 PM

A handwritten signature in black ink, appearing to read "Patricia C Vener-Saavedra". The signature is written in a cursive style with a large, sweeping flourish at the end.

These minutes submitted by Patricia C Vener-Saavedra, Secretary