

Minutes of the Board Meeting Partnerships Adult Day Center 14 May 2020

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

Approval of the minutes - Moved and seconded. Passed unanimously

1. Deputy Director's Report - New Haven Register photographer emailed Vicki to advise that FedEx has 1 million dollars to grant to small business non-profit. She has been keeping in touch with employees. Called clients once or twice and will be calling again. Carmelita probably not coming back - she's transitioning through end-stage. Shirley asks estimate of census, Vicki estimates about 10 or 11. Not every day. Two days of nine, the rest fewer. Shirley requests a calculation of daily breakdown; e.g., calculate income from the number of clients, (private and state reimbursed) for each day individually. Then figure staffing fee per each day individually. Add in the set fees averaged out over each day.

Diana suggests working with Clelian to take their overflow since they will have a new, smaller, cap. Same for Mary Wade and maybe Juniper. Either Vicki or Shirley should contact them. Need contact info. Diana will send. Diana knows Andre from Juniper adult day and will contact him.

2. Hiring Committee Report - had one resumé from my (Patricia's) friend, but also we advertised on LinkedIn (Janet) and Ziprecruiter (Shirley). Two resumes from RN from Ziprecruiter came in. Interviews were scheduled for Tuesday and Wednesday. Tuesday interview did not show up. Wednesday canceled due to bronchitis. Resumé's from Dawn and Lucille. Committee will do interviews with them.

Janet knows people who may know other people in this area who might be potentially viable. She wants to discuss issue of RN necessary with CAADS. Can we use LPNs with protocol oversight by RN. George suggests EMTs closeness is more reliable than merely having an RN within 30 minutes (or even RN on premises). Shirley: are you requesting state waiver us from guidelines? Apparently yes. He claims the document is not a legal document (and it's from 1996). Dan - says this is superfluous and we need to move on. We need to take of what's needed now so we can reopen.

Shirley points out that we get reimbursement from Medicaid if we are accredited by CAADS. Which requires RN within 30 minutes. For example Lucille who has a great resumé. Arguing about this requirement is futile. And not appropriate at the moment.

3. Board President report

- PPP loan report - CAADS conference call (see attachment). Bottom line? Everybody's in trouble. In fact we are essential and could be open if we thought it safe. CAADS does not put out guidance from CDC (and NADSA, a national inst. of Adult Day Centers). CDC says groups of 10 no more than 30 total and track who is in groups on different days so people can do contact tracing. George notes Governor's Sunday report does not mention adult day centers. Adult Day Care was not closed by executive order. Janet notes we would not be able to meet requirements. (We fired our nurse, no masks, distancing, etc). Will we be providing masks to clients and staff? We need to think about what is needed to reopen and we need to have a nurse especially with respect to PPE. Need blood oxygen level tester to test everyone before they come into building. Also remote thermometer. Shirley suggests subcommittee
- George, Vicki, Shirley, Dan and Janet become the Start Up subcommittee. Vicki will consult with Dawn and Madeline to see what they will need to feel comfortable coming back. Wait til after CAADS conference call to see what they suggest.
- Liz asks if we would qualify for cleaning and med supplies that some nursing homes are getting. Shirley agrees. We should probably go through state rep. I will send Josh an email about this.

4. Governance Committee Report (Diana) - looking at our efficiency, bringing in new people, etc. They decided to revamp by-laws.

- Notification about meetings by email
- Added officers and committees to be able to operate in committees so as to not put everything on the President and will give us structure.
- Annual evaluation of Executive Director.
- George reiterates that having one person involved in everything (for example - do we have enough Toilet Paper) is inefficient. So committees do the grunt work and Pres has oversight. Committees define proposals for the whole board to view.
- Annual meeting to confirm slate of officers.
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Shirley: Objects to Sec'y makes the agenda; Janet says it's badly worded. President sets the agenda and Sec'y sends it out. Also page 2 calling special meeting: should be President who calls special meetings when 2/3 want a meeting. Then Pres tells Sec'y to send out call. Also in general, send agenda with minutes. Janet : only wants one notice with agenda and financials.

Patricia asks for clarification of emails and etc and which ones come and go from whom and to where.

Janet moved to accept by-laws as changed with proviso of changes Pat seconds.

Dan - Yes,
Liz - Yes
Pat - Abstain
Shirley - No
Janet - Yes
Patricia - No
Jennifer - No
George - Yes

Motion carries. Janet will have clean draft by end of business tomorrow (send corrections to Janet)

5. Great Give Report (Diana) - Pass

6. Multi-town outreach report (George and Pat) Pat has started working with George and now Liz to contact New Haven and North Haven. Pat says she hit a brick wall in North Haven but is not giving up. The committee will get together on a separate call to revise strategy to keep trying. North Haven: her first contact with them was that right now the town they are in is broke and they are not giving anything out. She spoke to the person in charge of elderly services, but thinks this might have been a poor choice. She plans to talk to Adam Sendroff and ask who his counterparts in the Havens are. Liz suggested that we used to have a relationship with Cheshire and they will explore looking to them for aid also.

George went back to Hamden but he got put on hold. Mayor became unreachable. George wants to wait until we have our budget for reopening.

Shirley: we have no order to close from the town of Hamden.

Liz asks: do you want the budget for reopening? George says yes.

Shirley: we don't know what we need and for that approach to the Mayor we will need some idea of what we need and its cost. But we need to hear what comes from the phone call next week. We will probably not open June 1st

7. Old business

- Treasurer's Report - not on original agenda I am including the email George sent out in its entirety:
"May cash flow based on the assumption that Partnerships remains closed until May 31st.

Balance in Webster Bank ~\$45,000 (includes \$6000 & \$33,186 grants & some Great Give)

Balance in NBKC Bank \$8,800

Expected Income: 1,100 from Great Give

Expected Expenditures 656 Payroll/FICA/Payroll Services
1200 Insurance depends on Vicki negotiation
1750 Rent/Refuse (proposed by Landlord)
220 Comcast 3 phone lines/internet
26 SquareSpace Business website
~\$300 VISA
700 Food Service

June cash flow based on the assumption that Partnerships is not allowed by the State and/or Hamden to open until June 30th.

Balance in Webster Bank ~\$45,000 DEPENDS ON WHAT WE PAY IN MAY
Balance in NBKC Bank \$8,800

Expected Income

Expected Expenditures 656 Payroll/FICA/Payroll Services
1200 Insurance depends on Vicki negotiation
000 Rent/Refuse
220 Comcast 3 phone lines/internet
26 SquareSpace Business website
000 VISA
000 Food Service

10,000 Pre-opening Supplies/equipment (My seat of the pants estimate)"

8. New Business

- Diana asks for Dan to be timekeeper and topic keeper
- Suggests we use Zoom. We all agree.

adjourn - Motion to adjourn, Patricia; seconded, Liz 12:27 PM

Next meeting 21 May 11 AM with limited agenda - reports from CCADS call, hiring committee and governance. I moved we table everything else (financials) til next week Pat seconds.

Dan - No

Liz - No

Pat - No

Shirley - N Yes

Janet - No

Jennifer - No

George - No

Patricia - Abstain

Financial discussion proceeded and is related above (I am not moving it to be temporally correct but rather leaving it where it would normally go) but using a

blue font.

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

Next meeting 21 May 11 AM

Join Zoom Meeting

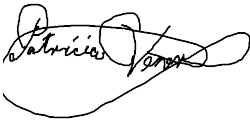
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Meeting ID: 954 4048 8811

Password: 386068

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These minutes submitted by Patricia C Vener-Saavedra, Secretary

Partnerships Board Meeting Agenda

May 21, 2020

1. Approval of Minutes
2. Financial Committee/Treasure's Report
3. Great Give Report -Diana
4. Board President Report
5. Hiring Committee Report
- 5 Need for Nominating Committee/Preparation for Annual Meeting
- 6 Old Business