

Minutes of the Board Meeting Partnerships Adult Day Center 28 May 2020

Shirley Pripstein, Patricia Gilmore, Patricia Vener-Saavedra, Jennifer Brosious, Janet Emanuel, George Alexander
Guest: Vicki Crocco

Approval of the minutes - Moved and seconded. Passed unanimously

1. Deputy Director's Report ... Vicki has been making calls to our clients. She has talked to everyone - Lorraine, Gemma and Carm are not coming back. The rest are looking forward to returning. We will be sending a letter in advance of the reopening and Vicki will be calling them back after that to address any questions they might have. Average daily census estimates at this time are: Wednesday 4, Monday, Tuesday, Thursday, Friday avg 6.5. This will start us in the red but we can build up from these numbers.

Vicki talking to Marvin the accountant who says we should talk to Rosa De Lauro as she wants to do something for Senior day care centers and we should be on her list. Shirley reminds us all to contact Rosa De Lauro.

2. Financial Committee/Treasurer's Report: George (treasurer) asks "where did we spend \$3,016.00?" Vicki: "payroll, rent (may \$2,000)." George: "We don't have endless supply of funds so stop spending them please."

George also offers: Library has group of volunteers for making masks and will make some if we are interested. Do we want some? (Reopening Cmte) He has address where state will provide masks and face shields. Dan - can we rule what we need for reopening and can we get it. We need to be prepared to open on the 15th of June. Shirley reminds us that staff needs masks N95, we get O2 meters, remote thermometers, face shields, our clients will remove remove their masks. Should clients get tested first? Probably.

Dan motion I second: we purchase things we think we need to open

Authorize Vicki to buy 2 therms 2 pulse Ox. and Vicki's choice on amounts.

Shirley - aye

Patricia - yes

Dan - yes

Janet - yes

George - no

Jen - yes

Liz - yes

Pat - Yes

Passes.

3. Board President Report: CAADS call Janet - last Tuesday. Nursing Homes have gotten a 15% in support Adult Day Care support has not been increased for most states (including CT). Rosa deLauro needs to be lobbied for the ADC. Other ADCs are being cautious about reopening. So far, only those that are connected with full medical facilities have opened. At least one of these is charging extra for virtual lunches etc for clients and families.

Private Pay vs State Pay: Most places charging more to out of pocket clients. Can we get the same kind of boost of the 72\$ of 15%? Shirley: Adult Day Care is in trouble nation wide. Go to DeLauro's website and write something about supporting ADC. Also write to our Senators.

There are no advisories to follow for opening. Janet: Everyone is waiting for everyone else and for nationwide guidelines. Shirley wants meetings for reopening and hiring committees. Vicki (I think) mentions that there is a source for 4 cents per mask source but the minimum orders are rather huge.

Old business

4. Hiring Committee Report: The meeting with Dawn Dota went very well. She does not want to work alone but wants to tag team with Lucille. Dawn is willing to work four days. Shirley sees an overlap where one is at Partnerships and the other at community meetings. Lucille wants not more than Two days a week at 30\$ per hour but she is on call for school nurse substitute and that comes first. Lucille will do care plans and semi-annuals evaluations for clients. She will be on call other days. Dawn \$20 per hour as LPN. Committee needs to work out times and schedule and realign tasks and so needs to meet again.
5. Presidents Report: Fed Ex grant of \$5000 from Vicki and Shirley filled it out with Vicki's name. Shirley saw a webinar on PPP program was available and she emailed them and got to go for free because, as she told them, we are a small non-profit. Lots of what was covered was obscure but several things stood out: The loan is not automatically forgiven but rather one needs to submit application to get part of it forgiven we will need numbers and staff and an application with supporting evidence to support forgiveness of up to 75% and they need eight weeks for processing and the work must begin before 30 June. There is a huge application and 100 pages of information to fill out the forms.
6. Nominating Committee/Annual Meeting Report - Pat: plan for annual meeting (we meet on 3rd thurs on June). The Committee reports that they have a list of Board potentials. One is Gina Longo, and the others are Andre Walsh, Cathryn Schroeder and Adrian Sterling - Gina knows these people. Janet will send out invitations to these people so that if they are interested, we can find out if they are a fit. Diana was going to contact Gina directly to see if she is interested.

Motion by Janet, seconded by Liz - Pending Gina's interest we agree to accept and invite Gina as Board member.

Shirley - yes

Patricia - yes

Pat - yes

Janet - yes

Dan - yes

George - yes

Liz - yes

Jennifer - yes

Passes unanimously

Marvin (accountant) was two years ago interested in coming on the Board. Vicki is going to see if he is interested still. We will know by next meeting.

7. Review of some latent Old Business collated by George Alexander who found-25 items we may or may not have dealt with.

- Pat reminds us that George had sent out list possible places to seek donations and funding and she has tried to follow up with these. She finds, however, that she needs to be on a computer at Partnerships because some of the requests need to be coming from Partnerships. (Liz and Pat are willing to visit in person places when Coronavirus is not an issue.) Can Dan let her in to sit there for an afternoon? Dan says yes. Pat will do a first pass and see what she can come up with.
- Item 16 on George's list has been taken care of. New credit card issued under Shirley's credit, one for Shirley and one for Vicki. MB's has been discontinued.
- Item 18 - Valerie's key still missing but Dan had locks changed.
- Item 25 Governance committee By-Laws rewrite have been approved. But apparently there is some discussion left wanting. Motion was made to table by-laws discussion until next week.
- Shirley - yes
- Me - yes
- Dan - yes
- Janet - yes
- Liz - yes
- Pat - Yes
- Jennifer - yes
- George - abstain
- Passes.

Certificate of Incorporation changes need to be filed with the State including our DBA. Vicki will look that up about this and other things that need to be done

annually. Last name change was February 1st 1991 from Hamden Regional Adult Day Center to Partnerships Center for Adult Day Care. What will we do when we file federal form 990? Forms are due State - due in August Federal - due Middle of June with IRS. Vicki says July 15 because our fiscal year is end of June. It was suggested to George that he should talk to Marvin about Forms 990. Form 990 is the basic tax form filed by a 990. It is George's understanding that these have not been filed for the last two or three years and that the one that is most late was due in May and that we will be charged \$20.00 a day for each day we are late. Vicki asserts that in fact we are not late. And then it got hairy.

8. New business

Annual meeting 3rd Thursday 11:00 AM

Next meeting 4 June 2020 11:00 AM

Hiring Committee needs to meet probably Monday. 4:30 PM

Reopening committee will meet by Zoom on Friday at 4:30 (Jennifer offers Zoom for this PPE and procedures meeting)

9. Motion to adjourn by Janet, seconded by Liz. 12:26 no dissensions.

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