

Minutes of the Board Meeting Partnerships Adult Day Center 4 June 2020

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

1. Approval of the minutes - Moved and seconded with corrections (name spellings and notation "everyone will contact Rosa DeLauro" rather than just "Shirley ..."). Passed unanimously.

2. Deputy Director's Report - Vicki's report: Opening supplies - Vicki has ordered and received some but not yet all supplies, (e.g., ponchos), toilet paper and copy paper unordered. Deliveries we are waiting for are to be made no later than 12th. She still needs CERT supplied thermometers and other items picked up in Hamden between 9 and 4 at rotunda (Old Town Hall). Pat has volunteered to pick them up and will make arrangements to drop these off at Partnerships. Dan mentioned that he'd received some supplies this morning. Vicki says that there should be at least one more.

Janet offered to obtain some disposable rain ponchos to see if these will suffice until we get better PPE gowns.

Note about a perspective new client, Vicki is waiting to schedule facility tour when we open.

Regarding an earlier question about insurance policy: (can we get credit for unneeded coverage during pandemic closure) Vicki reports that insurer will issue a credit at the end of the policy year. They do, however, want a letter of protocol in files and sent to them regarding re-opening.

We still have 950.00 food bill in arrears. Insurance bill still needs to paid \$1700.00

There is a \$271 charge on the credit card from Zip Recruiter. Shirley will send a check to cover this since she incurred the charge.

We have so far spent \$560.00 on supplies for re-opening. 6 Face shields \$6.00 each and two (2) thermometers on order. Given that CERT is donating one and we only need two, we will keep one of these and send one back.

3. Opening Committee (PPE; Covid Protocols Committee) Report – Shirley notes that after committee met and Shirley sent out a second draft of our proposed opening protocol, we all received the CAADS opening committee document. Shirley said that they looked over the CAADS document and that it differed from

what we had come up with in two major respects: (1) they recommended obtaining a waiver of liability from clients; and (2) they recommend clients six feet apart. We can't keep a six foot radius around everyone because our tables are only four feet long, and we have only five of the small tables, so we have to seat two to a table if we have more than five, meaning that in some instances there will be only four feet of separation.

Protocols will be sent out to families along with the letter announcing opening date. Janet moves to include the waiver along with this mailing. Second, Patricia.

Dan asks if waiver is contingent on our protocol so nurses and staff know about and abide by these protocols. In which case someone needs to train and assure staff knows what to do and does what is mandated. Shirley replies that they need the right staff to do the right thing. George had distributed to us prior to the meeting a proposed form for keeping track of client temperature, blood pressure, O2, etc. We all liked the form, but it is Lucille and Dawn who will have to use it. We'll see what they think. Janet pointed out that we need a daily sign in or attendance sheet for staff, clients, and others who enter the premises for contact tracing in case someone gets sick. This will need to be a separate form.

Motion goes to vote:

George - yes

Janet - y

Jennifer -y

Liz (not here)

Pat - y

Dan - y

Shirley - y

Patricia - y

and passes unanimously.

Jennifer asks if this includes checking all people when they come in, and is keeping masks on people also included? We determine that we are going to try to keep clients masked, but this may not be feasible given the demographic of our clientele (dementias). Will this also be tracked?

George points out that Hamden Health care strictly enforces masking by staff, vendors and visitors whose temperature and oxygen levels are also measured and recorded. Thus everyone follows protocols even if patients cannot. Janet wants copy of HHC protocols that were sent to George to use as reference.

4. Hiring Committee Report: Shirley met with Vicki with Janet present by telephone. Vicki is willing to be executive director. Shirley is of the opinion that she should be salaried and should have a raise, but will not have a specific recommendation to make until she crunches some numbers. Dawn and Lucille

need job descriptions and contracts. Discussion ensues regarding opening date. Shirley says that in order to PPP loan forgiveness, we must open before June 30. Shirley suggests Monday June 22. Others do not want to rely on what Shirley says and want someone to call Webster Bank to confirm. Vicki will do it. Pat moves we open on the 22nd June, seconded by Dan.
Passed unanimously

5. CAADS call report - Janet: We were not on this week's call but we were sent their report on opening. (See notes above)

6. Nominating Committee/Annual Meeting Report – Pat: asks if Diana has heard from new possible board nominees? Gina Long is considering it if her workplace allows it. They have not yet been contacted but a letter of invitation to speak with the committee is ready. Vicki reports that Marvin would like to be on the board but needs to obtain an ethical opinion as to whether he can be on the board if he is our accountant.

Diana reports that nominations for Board officers are not yet all in yet.

7. Financial Committee/Treasurer's Report: George asks that we take a closer look at lines we have been spending on and not spending on for the last couple months, (during pandemic closure). Board needs to decide what is essential or not and where we can save. Ensued conversation about a running deficit according to spreadsheet that was sent out (but which I was not included on in the mailing so I really could not follow this well).

George says rent is a big expense.

Pat offers that she is involved with Barn Sale consign shop which did not get reduction on rent even though it is a non-profit. They had to pay full rent for all months closed by Covid. They had no help! But we got PPP loan and some of that money has to go to rent!

George: replies that Vicki gets the numbers manually and are fact based so we can forecast from them. "What's the solution?"

Dan: takes exception to George haranguing on rent as it includes utilities and other ongoing expenses, some of which are other major bills. He feels put upon.

Shirley intercedes acknowledging that George makes a good point about forecasting expenses and income. However the average from the previous five (5) months is not valid. Rather we need to project using values relating to staff we will have not what we used to have. Staffing costs will be less, as we know already. Breakdown we need is known expenses vs known income.

Pat reminds us that the salaries of Dawn (LPN) and Lucille (RN) are fixed and the

rest of the staffing will be based on needs not on having full staff even when there are not enough clients to warrant full staffing. This will show a future savings that previous five month averaging won't show.

8. Old Business

a. Bylaws update - George wants to strike the last page of by-laws. Because the material there is incorporated in other parts of document. George moves that page 8 is noted as having existed and is now being removed as a redundancy. Janet seconded. Passed unanimously. June 11th will include a vote on By-Laws as they now stand.

b. Property Tax on Copier - Shirley went on March 13 but Town Hall was closed. George wants some information before he can take care of this online or by phone. Shirley will get the information to him.

9. New business

a. George sent out email about new client resource possibilities. Pat notes that she has history with American Legion and Knights of Columbus and she thinks these contacts will be useful to present Partnerships for both donations as well as new clients. Those with phone numbers, she and Liz can reach out to in order to find new clients. She reminds that she and Liz used to do this and they are happy to do so again. She then asks if we have anything besides brochure (which needs updating) to give to prospective clients.

Diana has a strong recollection that obtaining reimbursement from the Veteran's Administration was difficult. She suggests also that we to reach out to Clelian to take their people that they can no longer accommodate. George points out that he was speaking about veteran groups in Hamden, not about the VA.

George suggests we invite the prospective clients for free day. Dan agrees that we should reach out to Clelian as well as other centers that cannot accommodate all their clients any more. Normally we could not do this (it would be underhanded). But now we are doing them a favor.

12:25, Pat and Shirley had to leave.

George moves we contact to veteran leadership in Hamden offering an opportunity for their members to experience free one day visit to Partnerships. Seconded by Dan Passes unanimously.

Dan moves to to do the same with Clelian and other similar day centers George Seconds. Passes unanimously.

Dan and George will talk to Pat and Liz about this new outreach

b. Janet suggests that we need a people friendly way of communicating

Partnerships materials for the board instead of email chains.

10. Motion to adjourn made by Dan, seconded by Patricia. 12:40 we adjourn.

Minutes recorded and presented by

A handwritten signature in black ink, appearing to read 'Patricia C Vener-Saavedra', with a large, sweeping flourish underneath.

Patricia C Vener-Saavedra

Annual meeting 18 June 11:00 AM

Next meeting 11 June 2020 11:00 AM

Join Zoom Meeting

<https://savechildren.zoom.us/j/95664355742?pwd=RktGMnBsb0pTY1JKOVJRTnhYa3dsdz09>

Meeting ID: 956 6435 5742

Password: 421192

One tap mobile

+16465588656,,95664355742#,,1#,421192# US (New York)

These minutes submitted by Patricia C Vener-Saavedra, Secretary