

## Minutes of the Board Meeting Partnerships Adult Day Center 11 June 2020

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

Call to order 11:08

1. **Approval of Minutes** - Dan motion, Janet ? seconded. Approved. Approved minutes to be signed and sent to Vicki.

2. Executive Director's Report -

Vicki attended a webinar for Community Foundation (Great Give) where they mentioned that they are moving to a new platform. We need to log in and update our stuff so that the correct information migrates.

Vicki reports that opening supplies are coming in but that there remain some supplies she still needs to buy.

Regarding client census, she left a message with Clelian for Patricia, (this relates to our accepting their overflow). The prospective new client has not yet toured our facility (they keep backing out).

Vicki says that she is becoming flustered. there is still so much to do and our chosen date (22 June) is coming up. Can we open later? Shirley asks her if the 29th of June would be better? Vicki isn't sure. For one thing transportation isn't secure yet. As well even though she has contacted staff with a heads up. Also, she doesn't want to open before having a staff meeting to go over everything procedures etc. We all agree this is necessary. Vicki will determine the best way to go about this. Janet announces that the rain gear coverings she ordered have come in and she will drop them off. Someone (I did not hear who) asks if July 6 would be a better opening date? Vicki isn't sure at this point.

Dan asks what supplies she is still in need of. Vicki replies with a list including such items as toilet paper, coffee filters, etc; Pat offers to help her out and will call her offline.

Liz asks if we need something written up for staff to follow. Shirley answers that yes we do and that it has been taken care of. Lucille has been contacted with offer of employment. She (Lucille) wants to meet with Dawn and go over all protocols beforehand Someone (I don't know who) suggests we move the opening to July 6th (otherwise 29th if financial considerations don't allow for the later date). Dawn, Vicki and someone else want to go in first and clean up the place and make it look nice.

Janet asks about changing things like carpeting or other things to make it look

welcoming. Vicki points out that the bushes look horrible as they are overgrown. Dan and Vicki will talk about that. Pat offers to obtain a hanging plant and Liz offers as well.

Vicki asserts that it makes more sense to have the later date so as to give enough time to get staff et al accustomed to the new protocols.

Liz moves we change date and Patricia seconds. There are no objections and it passes unanimously. Letters will go out ASAP. The July 6 opening date will be included in letter announcement and this letter and the waiver will go out as a packet.

George: asks if we are taking care of the Facebook Page. He opines that this would be a good place to announce our re-opening. Could Shirley and Vicki write something personal to go in mailing and on Facebook? Shirley replies that she has already written just such a letter which she shares via email. The 2 Patricias like Shirley's letter. Diana thinks it needs to be more warm and fuzzy - Janet thinks saying "at least one day a week" is unnecessary. (re the RN). Those changes will be made. As well, the last sentence will be struck from the letter. Diana will draft warm and fuzzies for Shirley for the Facebook page.

3. **CAADS call report** - Janet - Some places are doing wellness calls. The salaries for these are reimbursable; transportation an issue for many centers but we do not have this concern. Another topic that came up was how testing is going to be handled. CVS would have it available for clients but not families. Worse, the turn around time is 4 to 10 days! Perhaps symptom scanning would be enough, (O2 levels, temperature, etc). Some of the people on the call talked about redesigning their spaces to maintain the 6-ft distancing requirements. One person mentioned July 6th as opening. Janet also mentioned the inclusion of an "informed consent form" ie, waiver. This informs clients and staff that we are not going to be held responsible for someone getting Covid-19. Waiting for a packet from Donna Spellman and Nurka that would include the wellness packet they created with their lawyer. We can adapt from this consulting with our own lawyer. Basically no guarantees but we and staff would be following "best practices." We will need the conversation before opening.

Shirley already created such a waiver and sent it to Vicki, (she is experienced and also did the research to solidify it). She sent a copy to everyone and we all opened it for review. Comments:

- Dan suggests adding a space for witnesses.
- George received a waiver form from some other source. Vicki says she got one from some other place as well. Apparently from Nurka (River House). Sending to Shirley to review.

Pat needs to leave at 12:00 so we moved immediately to her Nominating committee report.

4. **Nominating Committee/Annual Meeting Report** – Pat reports that Janet followed up on potential Board members but so far there is no good news. No one has spoken to Gina Longo yet. Adrian Sterling declined. The others are still up in the air. Diana asks if we can move the annual meeting the from 18th to 25th so as to followup with the potentials.

George moves change Liz seconds. There are no objections, so it is moved.

5. **Financial Committee/Treasurer's Report** - Pat has two points to bring up. 1) We have outstanding bill with food vendor and if we are going to continue to use them still we might want to pay the outstanding bill. 2) As it's now 11th of month, we should also pay the rent.

Pat moves we pay the outstanding Linley bill and pay the rent. Patricia seconds. Diana asks if we have the money. She also asks if we have the projections. Shirley replies that, yes we have the funds from the PPE loan which we expect will be forgiven. We do not have to start repaying that loan until November and then the repayment amounts will be small. Twenty-Four weeks of expenditures on rent and salaries will be forgiven. George asks "what is the amount of rent we owe? We have month to month lease so each month can be different." Dan replies that since the loans will be forgiven he wants to go back to 3,000 per month. Janet asks if PPP is covering this? i.e, does it cover them only after we open or also while we are in the process of preparing to open? Shirley answers that one picks a period of time. Dan adds that it starts from the date the money enters into the account. Our PPP loan money is in the account as of 6 weeks ago. The motion goes to the floor for a roll call vote.

George - N

Janet - N

Jennifer - N

Liz - Y

Pat - Y

Dan - conflict of interest

Shirley - Y

Patricia - Y

Motion carries

Vicki notes that our other great expense is our insurance and she will ask for extension on insurance payments (we owe about \$1700) She will also send them our new protocols and the waiver letter.

## 6. Old Business

Bylaws update - By laws as redrafted are approved unanimously. A clean copy will effective June 21 will be gotten to Vicki to keep on file.

Property Tax on Copier George reports that he spoke with the Hamden Town Assessor regarding the personal assessment notice and the \$510 penalty for late or not filing. He also spoke to Marvin.

This is the situation. Hamden has no record of Partnerships filing for being a non-profit. The Assessor suggested that we look for a copy or refile. Val and MBK made property declarations and payments that may have been totally unnecessary if we are a recognized non-profit. Filing and getting approval of the IRS or Connecticut can be used in the Hamden application, but it does not flow down automatically.

George stated that he would provide Vicki with the blank copy of the Hamden TAX EXEMPT APPLICATION from the Town website. He asked Vicki to search through files for this form and at the same time look for copies of the annual Personal Property Declaration Forms that Val did file. Part of the penalty is due to the fact that the 2019 Declaration was sent to Partnerships on November 1, 2019 and was required to be in the hands of the Assessor by November 12, 2019 and it was ignored. The notice to appeal the assessment was due March 20, 2020 and was also ignored. The penalty clock keeps ticking until this issue is addressed. I did not ask if we can get refunds for over-payments.

Vicki stated that she has the folder which has all forms filled including the ones required by the Town and they are stamped by a Town representative. Hamden seems to be ignoring this! As well, these papers are notarized. George suggests sending them to the Tax Assessor and refer to their conversation with George Alexander. Suggested wording, "Please reconsider the assessment for late filing as we have proof we have filed."

Pat asks if the Town Hall is open and perhaps someone could go in personally. But there's no one in the building. George will double check and Pat will hand deliver if possible.

Other Old business - none

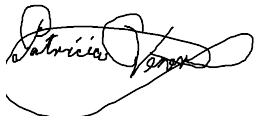
## **9. New business**

George moves to establish a continuously updated file to track all expenses related to Covid-19 and Reopening. The purpose is for use to substantiate applications for reimbursements. The file shall itemize date, quantity, description, and expenditure. The motion is seconded by ??? and it passes unanimously.

Logo: The logo on Facebook shows the white people on a blue background. It was pointed out that we had previously decided to change the color scheme to blue people on white background. Pat moves that we change the logo on the Facebook page. Motion seconded by ???. Lots of conversation ensues. Diana sends the image file to everyone.

10. Motion to adjourn made by Janet, seconded by? 12:40 we adjourn.

Minutes recorded and presented by



Patricia C Vener-Saavedra

**Annual meeting 25 June 11:00 AM**

**Next meeting 18 June 2020 11:00 AM**

Join Zoom Meeting

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

<https://zoom.com/95664355742>

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