

Minutes of the Board Meeting Partnerships Adult Day Center 18 June 2020

Present electronically: Shirley Pripstein, Pat Gilmore, Liz Leonardo, Jennifer Brosious, Janet Emanuel, George Alexander, Patricia Vener-Saavedra, Diana Sarro, Marvin Arotzky, Lucille (RN), Paul (CNA)

Guests: Vicki Crocco, Marvin Arotzky, Lucille (RN), Paul (CNA)

Call to order 11:16

1. Welcome - President Shirley Pripstein

2. Approval of Minutes - approved

3. Review ballot of officers & Election results - Pat - Shirley remains as President, Dan as Vice President, George takes on the new position of Vice President in charge of the Communications Committee, Pat takes on the role of Treasurer vacated by George, Janet is taking over the role of Secretary (beginning next meeting. We welcome new members Marvin and Cathy.

4. Introductions of new prospective members, Cathy and Marvin and Diana each made introductory remarks.

Marvin gave us some of his background including that he is a New Haven resident; attended Quinnipiac University for a CPA in healthcare finances. He has been a comptroller for Easter Seals and has experience being on other Boards of directors. He knew about Partnerships through friend and at some point helped clean up bookkeeping and became our tax accountant. He has a private practice in New Haven. He does not do financial statements but almost everything else. He's 73 and doesn't feel like getting into the tsuris of putting together financial statements.

Cathy - is the head of the committee that gave us some recommendations and leads for our marketing. She is experienced in marketing and works in "Livable Cities." Presently she works with East Haven high school. She is knowledgeable about fundraising opportunities and she has already sent us lots of these.

One of the Chamber group that helped redesign our branding, Andres Welsch (with New Haven transit risk management) has also agreed to join board.

5. Expectations of board members - Diana - Discussed the requirements to A) join committees, B) attend monthly meetings, C) make Partnerships a top philanthropic focus, D) make introductions on behalf of Partnerships to one's contacts, E) be willing to support and volunteer.

The Board is as yet lacking Vice President for the Fundraising committee. Several of committees were named but I did not catch them all. I suggested adding committees extant along with the work each committee does to be listed as well.

6. Executive director's report - Vicki - Staff meeting was held Wednesday which did cover a lot of planned procedures but these still need to be tested in situ. Everyone of the staff was enthusiastic and are looking forward to the re-opening. As well, clients have been calling and asking if we are opening soon. It appears that we will have all but two of our original clients. At present the schedule appears to be: Tuesdays and Thursdays about 8 people, Monday and Friday about 5, Wednesday only 3.

Vicki noted that the small staff of Maddie, Lucille, and Dawn will work fine for most days but asks if, on the more populated days, (at present Tuesdays and Thursdays), we could have recreation person for 4 or 5 hours. Virginia Stevenson was the rec person before the Pandemic closing and she is not in any hurry to come back. Paul is our extra/on call CNA and he has rec. experience. Paul is eager to come in as both of these. Shirley says "if you think it's needed go ahead." Shirley reminds the Board that we need a projection of monthly income and expenses. Marvin mentioned some variables that need to be taken under consideration, (both fixed and variable).

We are set for July for food. Vicki needs to print out all the charts that need to be displayed.

Marvin reminded about PPP forgivable loans. There is another loan coming also? A 30 year loan for operations 3.75% rate. EDIL loan. Shirley and Janet already applied for this and we should be hearing from them soon). Janet has copies of the application. If the loan is over \$25,000 there will be a lien on assets. We asked for less than that so this should not be a problem. An email will tell us how much we can get or will get. The loan issuers were way behind on processing the applications but they are now catching up. We should hear shortly. The loans cannot be used to purchase equipment or expand the business.

Vicki reports that Frontier Communications called to say that they did not do grant for this year and asked us to reapply. She will do so but she has time as the application is not due until Aug 20.

7. CAADS call report - Janet - the main topic that Tuesday was covid testing. A proposal was made that given that most towns have weekly testing, staff and clients should undergo testing one week before opening. Because there is free and easy testing here in Hamden for the month of June, this is presently easy to have done. A suggestion that staff have testing done weekly was also made. As was the idea that Larger facilities having extra staff available in case rapid treatment is necessary. Facilities should also have extra space supplies such as extra room for emergency use. We have that but it's being used for storage.

Someone on the call suggested installing cameras to record with time stamps when people come in. Given our small size and lack of crowded arrivals this is something we really don't need.

The Department Aging and Disability works with Day centers to do work as Home Care suppliers rather than just Day Centers and might be something to consider. The State made a suggestion senior centers (e.g., Miller Senior Center - a social model Adult Day Center) don't open until September or October but that is not very reasonable for medical model centers.

Janet has information about other grants for Covid related expenses and either has applied or will be applying to medicaid and Covid related resources. She (I believe) suggested we create a Line item for Covid related expenses on our expense sheet. (CT Assoc of Adult Day Services = CAADS.)

8. Communications committee report - George - See attachment he has supplied and I have appended. George asked Vicki if she has the graphics thumb drive. She replies that MB may have it or Gina may have it. But she does not. She will talk to Diana who might also have a copy or who can go to the group that supplied it. George says Diana says the drive was handed over to either MB or Vicki. When it's found the hi res files can go to Jennifer to fix some minor errors. Shirley asks if personal email addresses will be on website and George says no, it's an email forwarder. (Marvin leaves 12:16). George needs photos of staff and Vicki, new members, and he needs the PayPal credentials so that he can put a donations button on website. He reminds us that we must already have one because it was used with Great Give. For Vicki's benefit, George says, he has created new email addresses e.g., execdirector@, info@ and etc. all forward to the yahoo account but will filter the kinds of email conversations via their naming convention.

9. Finance report (Pat and Vicki) - Pat - nothing changed from last week.

10. New/old business

A. Hamden Property Tax - George is waiting for the assessor committee to whom he took Vicki's email will all data to affirm our status as non-profit but they have not yet acted (as far as we know). Shirley says they have one more week before we take other action.

B. Contacting Clelian, Mary Wade, veteran's organizations - Pat has not been able to contact Vet Orgs. Lucille will contact MW and Vicki will talk to someone at Clelian as soon as she can reach the right person.

C. Pictures on masks - Shirley or George investigated Partnerships logo on black or white masks but they were too expensive. I volunteered to look at Zazzle. (I have done so but this is also prohibitive).

Should we meet next week? Shirley says no. Everybody talks at once. George needs emails of new members so announcements can go out to them as well as the rest of us. Janet knows Diana has Cathy's.

It is finally decided there will be a meeting on the 9th with a brief and limited agenda consisting only of the executive director's report.

The regular meeting on 16th (3rd Thursday of July as is standard for us). Liz moved to adjourn. I heard nothing more. Adjourned at 12:32

A handwritten signature in black ink, appearing to read "Patricia C Vener-Saavedra". The signature is written in a cursive style with a large, looping initial "P" and a long horizontal stroke extending to the right.

These minutes submitted by Patricia C Vener-Saavedra, Secretary, Departing

Communications report for June 25, 2020 Partnerships Annual Meeting submitted by George Alexander

The new website formatting has been completed to accommodate

- the “*Recommendation Report from the Greater New Haven Chamber of Commerce Leadership Group 2019*”.
- The new features listed in the Partnerships Old Business document paragraph (7)
 - (a) updated content
 - (b) reduced hosting cost
 - (c) provide online donation means, PayPal?
 - (d) testimonial page
 - (e) add professional email address in lieu of yahoo.com
 - (f) add individual email addresses for example executivedirector@..., office@... president@... info@...
 - (g) news blog
 - (h) provide for mailing list & mass mailing

The new website content contains

- All the content from the SquareSpace website
- New content to match new features
- Revised up-to-date content

The new website is still missing

- High resolution up dated “Heart” logo – white background, man without cane
- High resolution “Partnerships/Adult Day Center” logo
- High resolution “A Home Away From Home” logo, with the added “A”
- Revised Executive Director photo
- Revised Executive Director bio
- Individual Staff photos
- Individual Directors’ photos
- PayPal credentials

The new website host now FORWARDS the following emails – waiting for a few confirmations and new board members, Cathy and Marvin email addresses

- info@partnershipsadc.org to PartnershipsADC@yahoo.com
- private@partnershipsadc.org to PartnershipsADC@yahoo.com
- execdirector@partnershipsadc.org to PartnershipsADC@yahoo.com
- office@partnershipsadc.org to PartnershipsADC@yahoo.com
- board@partnershipsadc.org to

George Alexander <egapub@earthlink.net>

Jennifer Brosious <jbrosious@sbcglobal.net>

Victoria Crocco <victoriacrocco@yahoo.com>

Janet R Emanuel <jremanuel@gmail.com>

Pat Gilmore <burkeville101@gmail.com>

Liz Leonardo <lizleo133@att.net>

Shirley Pripstein <smprips@comcast.net>

Shirley Pripstein <SPripstein@ghla.org>

Diana Sarro <dsarro@savechildren.org>

Daniel Skibitcky <skicomfg@aol.com>

Patricia C Vener <vener@vener-art.com>