

Partnerships Adult Day Center

Board of Directors Special Meeting

August 20, 2020

Opening

The meeting was called to order at 11:05a.m. on Zoom by Shirley Pripstein.

Present

Shirley Pripstein, Dan Skibitcky, George Alexander, Pat Gilmore, Patricia Vener-Saavedra, Liz Leonardo, Jennifer Brosious, Andre Welsh, Janet Emanuel and Victoria Crocco, Lucille Alouah

Approval of Minutes

The minutes of the Annual Meeting on July 25, 2020 were approved. George will rectify the server for sending messages to the board.

Executive Director Report - Vicki

- Attendance for the third week was 2-6-3-5-4
- We are in conversation with three potential clients - two others have gone elsewhere
- Celebrated three birthdays were celebrated with balloons and cake
- Clients have spent time outdoors and taken short walks
- Dawn and Lucille have been at work on progress notes and networking with other RNs
Will Zoom with other center nurses for updates
- Rec is challenging with low census. Paul came in Tues to cover the larger attendance.
- Dawn going beyond supplementing meals & Special deserts every week!
- The Frontier grant was filed last week.
- Rotary was notified that we can accept their \$1500 grant when it is convenient for them.
- CDBG grant for food will be \$9000 and may be delayed due to pandemic
- Thanks to Dan, Tommy & Turturo for landscape and driveway work, and NEW TOILET!!
- Paychecks are now all on direct deposit, so courier is not needed, account saves fees.
- **George:** Clelian & Mary Wade receive funding from Older American Act 503 through the Agency on Aging and we don't – why? **Vicki: Will check website for requirements.**
- **George:** Why did we stop getting funds from the Alzheimer's Association? **Vicki:** Funds are for respite to the caregiver who can apply for a once/year \$500 stipend assistance. **Shirley:** It is a grant to the individual but paid directly to us. Perhaps the AoA funds are paid similarly. **Vicki:** Town of Hamden has Phelps Grants that caregiver can apply if income is less than \$40K. **Jennifer:** These would be good to have on our website!
George will add to the website in caregiver section

Nurse's Report – Lucille

- We will have a free flu clinic here by Walgreen's in early September for clients, families and staff. Permission slips will be sent out. The date is not set yet.
- Lucille will sponsor a CPR clinic for required staff certification. It will be \$75 per person

- **MOTION:** (Janet) That Partnerships pay for the CPR training of staff. (Liz second)
PASS: Dawn, Paul, Vicki, Maddie, Shirley, Dan, Patricia, Janet will participate.
- Staff TB must be done yearly.
- Fund raiser possibilities offered at Kasbah Restaurant or Savino Vineyards where Lucille is connected. We can create it like Party With A Purpose
 - Pat Gilmore and Janet will organize with Lucille
 - Sunday October 4 – afternoon – light beverages provided – BYOB

CAADS Report – Janet Emanuel

- 40-50% of the Adult Day Centers have opened – all at 30-50% of their original census. Some are phasing in on alternate days. Many have not opened or will wait until January. Many small may not open at all.
- September is membership month –**Vicki** please request an invoice and make sure all our information is correct in the brochure. Check timing for an ad.
- Importance of collaboration between centers stressed so that clients are best served.
- Encouraging staff with kids and client families be tested frequently as schools open.
- One COVID case would not require closing, rather increased stringency
- Filing CARES by August 28 deadline is not precluded by receipt of previous PPP.
 - **Shirley:** Use of funds had to be started on a timeline with application for forgiveness

President’s Report – Shirley Pripstein

- PPP funds are being had to be used on a specified timeline and a forgiveness application subsequently made. The deadline was extended, and provision relaxed. **Shirley** will begin application which is more complex than the original application
- Wire signage has not yet been purchased and masks with Partnerships logo for staff and Board members will be **donated by Shirley**. **George** will send HR graphics template.
 - **Dan** Pole signs will put up as soon as logos are available

Treasurer’s Report – Pat Gilmore

- Success all hinges on getting new clients. Grant money will allow us to continue on a shoestring for a while.
- **Shirley:** The budget projects we will need \$183,000 in client income and our current client income is at \$4746.93/month based on 4 clients per day. That is a \$130,000 shortfall.
- At 10 clients per day (our maximum allowable under COVID), our income would be \$142,000, a shortfall of \$40,000+.
- But at 10 clients we would need more staff and costs would be proportionately higher.
- **Dan:** Technically, we could have 10 people per day with nurse and CNA - and no additional needed up to 14.
- **Dan: We need to hire someone on performance-based pay to bring in new clients.** Shirley: Clelian’s connection is that it is run by an order of nuns, Mary Wade is closely tied to the city of New Haven.
- Lucille in touch with Mary Wade head nurse for any they cannot handle.

- Vicki still in touch with many who came to the open house last year.
- Fundraising on large scale absolutely necessary to individuals and organizations. We have no fundraising “Committee” or focused plan.
 - Website need list
 - Corporate donor list does not exist - we used to have connection with UI
 - Create subcommittee in Finance
- **MOTION:** (Dan) to adopt proposed budget as it stands (Liz)
 - **Discussion:** Transportation in COVID way down from 45 – 10 or 15 at Clelian. Census way down, deaths are also part of the census decrease. Concern by families is restricting older people coming out even to church.
 - Can we consider it realistic to meet these numbers beyond yearend?
 - This has been cut to the minimum.
 - Should we consider being joint with another organization?
 - Possibly Whitney Center since they do not have a strong Memory Unit? What can we provide for them?
 - We have congregating and activity area that they do not.
 - Could we create half day program? Are Hannah Gray residents eligible?
 - Payment eligibility issues for medical if client is group home resident?
 - Past clients funded by Easter Seals
 - Can we pass a budget that we have no way to fulfill? Yes, but we will have to close if we run out of money.
 - Roll call: Shirley-yes, Dan-yes, George-yes, Pat-yes, Patricia-yes, Jennifer-yes, Andre-yes, Janet-yes. Unanimous of the quorum present. **MOTION PASSED**
- **Shirley** – suggest we suspend for 2 weeks – return with plans for client raising, fund raising, marketing
 - **Jennifer** - Can we add to the website jobs area a description that is professional
 - **George** – Can we connect with Davenport-Dunbar Center
 - **Pat** – the Social Worker is the key, whether internal or state managed

Adjournment

Meeting was adjourned at 5:24p.m. by Shirley Pripstein. The next general meeting will be at 3:30p.m. on September 3, 2020, on Zoom.

Submitted September 1, 2020

Janet Rettig
 Secretary/Board of Directors
 Partnerships Adult Day Center