

Partnerships Adult Day Center

Board of Directors Special Meeting

September 3, 2020

Opening

The meeting was called to order at 3:40 p.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, Marvin Arotsky and Victoria Crocco, Lucille Alouah

Approval of Minutes

The minutes of the Annual Meeting on August 20, 2020 were approved as submitted.

Communications Report - George

- Working with Adrian, our website and sites where our business is displayed have been updated with correct information reflecting our rebranding – a large and ongoing task!
- Vicki will be assigned an address for managing these contacts in the future.
- The Library password for Board members has been distributed (will not appear here).
- Important documents from the office files are being turned into pdfs to be stored here.
- New board members need to get photos to George for the listing.

Old Business

- **Property Tax – George** All appropriate offices in Hamden have been contacted and answers must await a State ruling. Marvin will follow up when we hear back.
- **Masks & Signs – Shirley** Masks will be by the site Maddie recommended, wire signs will be from Staples. Shirley will donate the costs.
- **Flooring – Janet** Samples of “floating” vinyl floor have been chosen – awaiting final measurements and cost. Liz and Janet are contributing to the cost.
- **Fundraiser – Lucille** Outdoor venue secured for October 4 from 3-6 p.m.
 - Jennifer has made a mockup of the invitation – mentioning social distancing.
 - Details of the silent auction & alcohol to be determined.
 - Pat, Diana, Janet, Jennifer & Lucille will finalize details and the invitation.
 - Invitations will be ready in a week.
- **Client Acquisition – Shirley** we cannot afford to hire a recruiter even as a finder fee.
 - A volunteer or marketing to the public with press releases makes sense.
 - New Haven Independent, local radio stations, interviews with the Register.
 - Focus on our history, re-opening, working with State & National organizations

- **Patricia will manage** – Shirley will supply the contact list she had from the Women’s Movement; we can add colleges, etc
- **Alzheimer’s Walk** – Scheduled for Sept 26 is not happening this year.
 - Last year Pat, Shirley & Janet did the walk at Lighthouse Point
 - This year it will be virtual. We will not participate.
- **CAADS Report – Janet** reports distributed & not read
 - **Going forward** - Vicki and/or Lucille will also be on the calls as they are the actual works of our Center and can respond more fully to the issues.
 - **Senior Centers** can open as of Sept 1, although many will not. These can be major outreach places for client recruitment through their coordinators.
- **Davenport/Dunbar – Pat** Will follow up with the “resident service coordinators” who work directly with the residents and know their needs.
- **NADSA National Virtual Webinar – Oct 7-29** \$250 to participate for the center. Many events may be recorded and available at a later date.

Budget Report – Shirley / Pat Gilmore

- Our numbers estimated expenditures of \$201K and the projection for client income from all sources at \$180K or about \$15K per month.
- **Marvin** - We received \$32,186.00 in government PPP money for a 24-week program.
 - We will defer 16 weeks of the money into 2021
 - July and August each used about \$12K to sustain us and which puts at about break even for now
 - 60% was used for payroll and 40% for operating expenses
 - We are left with about \$16K of the PPP which would cover about 1.5 months before we will need to have our census at a sustainable level.
 - As a guess, early October will start to be tight and begin a shortfall.
 - Keeping the facility sanitized and PPE materials are greatest cost outflow now.
 - Donations & Grants have not yet been factored in
- **Shirley** – so basically, we now have payroll at \$125K plus \$5K FICA and \$36K for rent or \$165K before any other costs
 - Our income is budgeted at \$183K per year, but we are actually only taking in \$~55K with our current census

Executive Director Report - Vicki

- Attendance has been up for the last 4 weeks – Weekly we had 18, 19, 21, 21 client days
- First week of Sept – we had 26 client days – some days with 7 people!!
- 2 clients each added 1 day, one past client is considering return, one new client will come for at least 2 days per week, 2 new potentials are still considering

- Susan Schultz from the respite program referred a client who was desperate after her father was rejected from Sunset Shores. He is now here and doing well!! YAY Vicki!!
- **Agency on Aging** grants that Mary Wade & Clelian were getting are payments to caregivers that are administered to the agencies. They are possibly available because the facilities have live-in clients.
 - We can inform our families about this and put the information on our website.
 - Other grants available that may be useful for us
- **The Hamden Rotary Grant** - The \$1489 that was promised and delayed by pandemic, came in and will be used for brochure printing, entertainment, and signage. We have a photo from it that can be used on social media after they publicize it.
- **The Frontier Community Grant** – We will get \$1400 towards our food program.
- We are happy with Lindley as our food source, but it was noted that Whiteville Market now caters and we may use them for other events.

New Business -

- **George** – With appropriate programming, one of the printers can be set up to eliminate the need for one phone line. It would require **Shirley** will get Brian to do the set-up.

Adjournment

Meeting was adjourned at 4:40p.m. by Shirley Pripstein. The next general meeting will be at 3:30p.m. on September 17, 2020, on Zoom.

Submitted September 16, 2020

Janet Rettig Emanuel
 Secretary/Board of Directors
 Partnerships Adult Day Center