

Partnerships Adult Day Center

Board of Directors General Meeting

November 19, 2020

Opening

The meeting was called to order at 3:40 pm. on Zoom by Facilitator Name.

Present

Shirley Pripstein, George Alexander, Pat Gilmore, Patricia Vener-Saavedra, Jennifer Brosious, Diana Sarro, Janet Emanuel, Lucille Alouah and Victoria Crocco attended. Liz Leonardo, Marvin Arotsky, Andre Welsh and Dan Skibitcky were absent.

Approval of Minutes

Minutes of the General Meeting on October 15, 2020 were approved as submitted.

Minutes of the Executive Committee Meeting were reviewed for further discussion.

Executive Director Report - Vicki

- Client census to date in November is at M=6; Tu=7, W=6, Th=5, F=6
- Lorraine will be returning for 1 day per week on Tuesdays.
- New client interested in 2 days/week, having difficulty getting COVID test.
- New *per diem* approved at \$74.74, up from \$73.06, retroactive to September.
- There have been no health issues and Maddie has returned after quarantine.
- Cathy Reardon worked one day with Paul to get hours for certification. As a thank you, she brought us food and donated her check to Partnerships. She will volunteer on her vacation days and is available on call with two days notice.
- Paul's brother was exposed to COVID – he will have 2 negative tests over 14 days before he returns. He was not scheduled to be here during that time.
- Marvin has completed the end-of-year and 990 forms – call him with questions.
- Sandy Kopps with Davenport-Dunbar Home Food Pantry let us know she will be happy to meet to discuss staple food supplies and how we can work together.
- A letter was sent to Client/Caregivers informing of Thanksgiving closing, a holiday party on Wednesday and reminders about home precautions to observe.
- The Fire Marshal did an annual inspection and in service instruction for \$50. Dawn & Maddie who were not here will need to do an update, and an alarm service must be contracted to certify operation our alarms.
- Lawn signs (10) arrived. Patricia Vener-Saavodra designed them.
- We received gift cards of \$100 for ShopRite from Temple Beth Shalom. Marjorie Drucker did a tour of Partnerships and explained it benefits the Temple when they donate this way. They will continue to offer support.
- Lucille is working on getting free “in service” programs to satisfy our Peer Review requirements.

Financial Report – Pat Gilmore

- This month we were only \$520.34 in the hole, because we had \$3000 come in from the fundraising.
- Floor will be installed Saturday after Thanksgiving. Cost \$3700. Partnerships will pay half (roughly \$1800) and Janet and Liz have made donations.
- **Diana** – Isn't this cutting our budget too close. We must consider our finances and get updates on what our operating balance is every month
- **Diana** – Marvin says we are running about \$4000 short per month. That gives only 2 months of resources. Do we want to cut back to a 4-day program?
- **Vicki** - Raising our rate will only make a small difference for private pay clients and we only get reimbursed the \$74.74 by the state. We cannot cut staff without jeopardizing clients and falling below the staff client ratio.
- **Janet** – A large donor campaign must be put into place for us to survive. We need to decide who will spearhead it, what are targets are, what our requests are, what we are presenting ourselves as – we need to focus on how much we need to have come in continually, and we don't seem to do that. To make up \$4000 per month we would need a more than double our client base and then we would need more staff.
- We need to present ourselves as an investment for donors.
- We have done a great job of putting ourselves back on track as a program, having great caring staff – the finances and peer review must be stable now.
- We need to take action before the end of the year or there will be no next year.
- **George** – we should look at our “old business” lists and see target donors
- **Shirley** – we have the annual tax filings and last month's documents and numbers for projections from Vicki & Marvin so we can make decisions in Executive Committee
- **Diana** – Will help with targeting potential large donors. Bob Serow, who sent us proposal outlines a year and a half ago has said he will help. We have a couple of hours of free consulting from the Community Foundation – Bob could be our contact.
- **George said that** in the past, Val brought up the funding shortage as an outreach to families. She said the amount needed to break even for a month was \$3000, not considering reserves. He donated on the promise that “Partnerships would do the very best they could to stay in business for one more year.” Unfortunately, that did not happen, the Board all resigned, the new Board came aboard unprepared to manage unfamiliar processes, and then COVID.
- We seem to be doing no better than the old Board and are repeating many of the issues. We must open our documents, take opportunities to grow - to take action.
- **Shirley** – the new Board has been done, our approach has been more considered, but as volunteers we are limited and have to address priorities first.

Communications Report - George

- There are many topics on our list, survival must be top priority. The lists are on the web in our Library. They are a reference, a place to start. Priority now is survival: looking at why anyone would donate to us and how we can be more visible to the public
- New tab in LIBRARY is Quality Assurance
 - Peer Review Work Sheet paragraphs are listed and have or will have the documents or forms needed as worksheets to comply for certification.
 - It will provide credible documentation to anyone who wants to see how we operate. It is a way to show how we do business. It is a Public Face.
 - Forms can be printed down for use and then the filled forms can be in stored as the secure documents for Vicki to provide to Peer Review.
 - Inspection documents can be available in the lobby as they should be.

CAADS Report - Janet

- Two major points: The Zoom Peer Review Training took place over two Tuesdays. Recordings of those sessions as well as all materials were sent to all of you. It was valuable to hear the level of diligence expected and the ways we can upgrade our documentation. The library storage will be that resource.
- Emphasis was placed on having solid documentation of policies and procedures we follow for COVID infection of staff and/ clients. They must follow State, CDC and local guidelines and be specific for us.

Old Business - Shirley

- The PPP forgiveness request has been eased. Webster Bank will be contacted for the short new form. Shirley has not yet completed it.
- **Shirley** – There is a state grant for \$5000 dollars, but it must be spent on something that was an approved expense for the CARES Act PPP and we cannot double bill. There is a question of whether we have anything that fits this criterion.
- **George** – Felt there was ample room and took on filing the request as today was the deadline. Shirley declined to sign it. George will file it and follow up on it.

New Business

- Vicki requested **check writing for rent checks not require co-signature.**
- Pat called a vote; Patricia seconded. **Passed unanimously.**
- Janet: Vote to **establish personnel and policies committee to oversee documentation and serve as a sounding board for staff.** Patricia second. **Passed unanimously.**

Adjournment

Meeting was adjourned at 5:55p.m. by Shirley Pripstein. The next Monthly Board Meeting will be at 3:30p.m. on December 17, 2020, on Zoom.

Minutes submitted by: Janet Rettig Emanuel / Secretary

December 2, 2020