

# Partnerships Adult Day Center

## Board of Directors General Meeting

December 17, 2020

### Opening

The meeting was called to order at 3:40 pm. on Zoom by Shirley Pripstein.

### Present

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

### Approval of Minutes

Minutes of the General Meeting on November 19, 2020 were approved as submitted.

### Executive Director Report - Vicki

- PPP Loan forgiveness paperwork filed and Confirmation number was received.
- CAADS sent our notice of certification which is valid until August 31, 2021.
  - Peer Review will be due at that time.
  - A copy of the letter and certificate will be posted in our Library.
- CT Paid Leave Program: Forms for money taken from pay begin to be filed January 2021; paid leave time can begin in January 2022. Details will be forthcoming.
- Application to CT Department of Public Health for staff vaccinations are filed. We are awaiting scheduling dates. Clients will not be eligible now.
- Client census is unchanged.
- Incident Report: One patient's daughter tested positive. We notified all families and closed Partnerships for one week. The rest of the family and the client's CNA as well as our staff tested Negative. After a second test, the daughter also tested Negative. Considering all the tests, the initial report was likely a false positive. Partnerships reopened a week after all tests were verified.
  - **Motion:** With documentation of testing from the family, a second test is not required by the client to return to Partnerships.
  - **Vote:** Shirley - abstain, Patricia – no; **Motion passed**
  - Client will return after 10 days.
- Partnerships closed December 19 for snow.
- Two potential client tours made.
- State Agency on Aging Act funding information has come in: will forwarded to all. Total available per center is \$2500.00
- Question of pay for staff if we must close for COVID. We cannot afford to pay.

### Financial Report – Pat Gilmore

- Monthly expense report will be to us tomorrow as office is closed today.

### **President's Report - Shirley**

- The PPP forgiveness request has been filed covering the 24 weeks we were operating, following the day we got the loan. Therefore, it did not cover the November and December rent and application to the state grant was fine.
- Thank you, George, for filing that.
- We needed 60% of the funds to go to salaries. With the rent from May through October, we had just enough to cover those expenses. Actual worksheets were not submitted; certification statements and transaction substantiation were required.

### **CAADS Report - Janet**

- A new CARES stopgap grant from the Agency on Aging will cover \$2500.00 of COVID related expenses accrued between March 2020 and March 2021. The categories are quite broad. The application can cite multiple expenditures that will total the maximum. All receipts must be submitted at one time.
- Reminder that the Health Department must be notified of any COVID incident, its outcome and the actions we have taken.
- Some ADCs are closing between Christmas and mid-January for caution.
- CAADS suggested letters to family reminding about best practices and notifications of symptoms that are required. We need to remember that there may be a sequence of infection from person to person in a family.
- Reminder that anyone coming out of the hospital, rehab or COVID quarantine needs to have two negative tests before returning to Day Care.
- We were asked to have a written policy for Partnerships, not just deferring to CDC. **JANET**: will draft a policy before the next meeting with Shirley's assistance.
  - It must be available for inspection and will be posted in our library.
  - **GEORGE**: it is necessary for credibility for clients and donors.

### **Communications Report - George**

- Waiting for documents for the Library that substantiate Peer Review.
- We received a document from Ryder University about how to be knowledgeable about accepting information from the web. Suggest it is posted on our web page. A link will be sent to the board.

### **Old Business**

- Floor – Janet – The floor and molding is in. The total cost was \$3700.00
  - A video by Joes Paint & Flooring will be sent around.
  - It was a health consideration, and a basic infrastructure need as well as a pleasant selling point to new clients.
  - Janet committed to paying half, as did Shirley and Liz also contributed.
  - Remaining rugs need to be cleaned very thoroughly.
  - Dan is replacing window treatments as a further upgrade
- Liz suggests open houses with media coverage. Dan suggests monthly.

**New Business**

- A change of meeting time back to midday was suggested. Diana will do a survey to determine most preferred time.
- Shirley - A officers committee meeting is necessary at mid-month, for policy and procedures that includes Vicki. Will meet first Thursday of the month at 12:30.
  - Meetings will start Jan 7, 2021 on Zoom

**Adjournment**

Meeting was adjourned at 4:45p.m. by Shirley Pripstein.

The next Monthly Board Meeting will be at 12:00p.m. on January, 2021, on Zoom.

Minutes submitted by: Janet Rettig Emanuel / Secretary