

# Partnerships Adult Day Center

## Board of Directors General Meeting

January 21, 2021

### Opening

The meeting was called to order at 12:06 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, Lucille Alouah and Victoria Crocco attended; Andre Welsh was absent.

### Approval of Minutes

Minutes of the General Meeting on December 17, 2020 were approved as submitted. Jennifer, George, and Patricia did not receive minutes ahead of time – individual mailing will be used going forward.

### Executive Director Report - Vicki

- Clients: We lost one respite client (Larry) to Masonicare and welcomed a new 5-day client (Betsy) from Hamden.
- Staff: Dawn has been working Monday and Friday
- Financial:
  - \$2500 Connecticut Agency on Aging funds were received.
  - This month we lost income from one client and were closed 4 days.
  - With income and bills due, until mid-February we are at or near zero balance.
  - Savings Account Balance is \$8,000.00. We can do a \$1000 in/out transfer to tide us over.
- Diana requested considering client direct deposit for cash management.
  - **MOTION:** To set up client fee direct deposit (Patricia/Janet) Passed: unanimous Marvin will investigate using QuickBooks for invoicing.
- Community Block Grant – funds are not available until fall due to COVID. HUD is reviewing the whole program. No time or amount definite.
- The Quinnipiac Valley Food license renewal must have a Certified Food Production Manager (CFPM) by January 31. MaryBeth had been it. The CFPM must be fulltime management professional.
  - **MOTION:** For Vicki Crocco to do online CFPM certification for \$78. (Janet/Pat) Passed: unanimous
- George: Temple Beth Shalom had given \$100.00 grocery gift card to market as “non-cash” in-kind donation. We are now on their list for recurring donation.

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

- The PPP second draw is available for application. It will be based on the larger 24-week 2020 payroll. It can cover 60% salary, rent utilities, PPE, insurance. We should be eligible for about the same amount of money.
- Vaccination policies:
  - Some staff are planning to vaccinate, some are not/not yet committed.
  - **MOTION:** Partnerships staff will be vaccinated or COVID-tested weekly. (Pat/George) Passed: unanimous
  - Letter will be composed for client families, with links to vaccination information and statement of our staff policy. Janet will draft and circulate.
- Staffing: Maddie will be on 8-week maternity leave beginning around July and we will need to have a per diem to cover that time as Paul cannot fill it completely.
  - Cathy Reardon may be available for some; Lucille may have contacts.
  - George will post free notice in Patch.
  - This is an opportunity to create a go-to list for any occasion.

### **CAADS Report - Janet**

- Reminder that the Health Department must be notified of any COVID incident, its outcome and the actions we have taken.
- 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 mailed to clients. JANET will draft a policy with Shirley's assistance.
  - GEORGE: It must also be available for inspection and will be posted in our library as is necessary for credibility for clients and donors.

### **Communications Report - George**

- Waiting for documents for the Library that substantiate Peer Review and policies.
- Our website statistic for hits is up – Vicki reports most new calls of interest come from Google searching.

### **New Business**

- Shirley - A regular officers committee meeting that includes Vicki is necessary for policy and procedures. It will be on Zoom, the first Thursday of the month at 12:30pm

### **Adjournment**

Meeting was adjourned at 1:35p.m. by Shirley Pripstein.

Next Monthly Board Meeting will be at 12:00pm, Thursday, February 18, 2021, on Zoom.

Minutes submitted by: Janet Rettig Emanuel / Secretary

