

Partnerships Adult Day Center

Board of Directors General Meeting

March 18, 2021

Opening

The meeting was called to order at 12:10 pm. on Zoom by Shirley Pripstein.

Present

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

Approval of Minutes

Minutes of the General Meeting on January 21, 2021 were approved as submitted.

President's Report - Shirley

- Second round PPP was approved after minor issue about "initialing" the form was corrected. The funds have not yet been received.
- Shirley and Brian got the printer working and put a splitter on the phone line so that FAX is working on the same line as the printer. The FAX answers on 4 rings.

Director's Report - Vicki

- Two potential new clients will start tomorrow - each will aim for 2 days per week.
- VA operations would welcome working with us since they have lost eleven participating day care centers to closure over the past year.
 - Amy, the Coordinator will visit us next week. She says that payment procedures has been revamped. We should get payments within 7 days.
 - There is a 6-month time between processing client files and our beginning to provide service.
 - Billing is managed through Optum Healthcare systems electronically.
- Vaccinations:
 - Clients: All but 2 clients are fully vaccinated; one is awaiting second shot; one is not being vaccinated per family statement and will not return.
 - Staff: All but Maddie and Vicki vaccinated; they are being tested weekly.
- CNAs: Two candidates have been interviewed for per diem work and will be offered days while Maddie is on maternity leave. Paul is available on Fridays.
- Nurses: we need for substitute nurse days when Dawn or Lucille is not available.
 - Lucille's candidate for per diem is not interested.
 - An ad will be placed in Hamden Patch in addition to usual sites.
 - It can be an RN or LPN; most likely will be someone who is retired.
- Pat Gilmore is now volunteering to do Recreation one afternoon a week to give Maddie a break and time for to do her 'in service' requirements.
- Finances:
 - \$1100 was borrowed from the reserve leaving \$6300. The total of \$3100 borrowed is to be repaid out of PPP funds when they arrive..

- Our outstanding bills are to Marvin \$750; our insurance deposit \$934; and CAADS annual dues \$650.
- PPP will pay operating costs including insurance, utilities and rent up to 40% of the total grant, as long as 60% of the money is allocated to salaries during the 24-week period.
- Waiting to hear from Frontier and Community Development Block Grant.
- Rotary grant will be filed next week for up to \$1500 for food or computer. Pat Gilmore and Vicki will speak to them about other acceptable uses.
- Diana mentioned Older Americans grant that will be available in the Fall for \$15,000. She and Pat will help Vicki with that.
- We received a check for \$50 from Benevity Community Fund.

CAADS Report – Janet

- Reminder to have all issues up to date and clearly presentable for Peer Review. We will be scheduled among the first, as soon as August, because of our provisional past certification.
 - Whoever leads the review us for must be trained and available to do reviews for other centers.
 - Lucille and Janet are trained and while it would be best to have a nurse, particularly for the medical records, Janet volunteered if needed.
 - **Janet** will provide 'scan to PDF' software for the documents so that they are available easily to CAADS and our Library for donors. A schedule will be created for document completion and finalized by July1.

Communications Report - George

- The Google Grant will need organization information and numbers – Shirley will send information from PPP applications. The grant will provide up to \$10K for a 5-minute video for free Google 'sponsored' ads.
 - Google searches have provided most of our new client leads. The work Adrian did has Partnerships come up first in searches.
- Please send pictures and items for the website and Facebook.
- Bring information to local Geriatric practices about Partnerships for any of their patients who may be interested. Follow up...
- Lucille has contacted Jocelyn at WTNH about doing a piece on Partnerships.

Old Business –

- **Grants - Diana**
 - Greater New Haven Community Foundation has approved has tentatively given us 15 hours of consulting. Gina Longo can provide that for us from April 1 through June 1. She will work with individual Board members on our Strategic Plan.
 - We will finalize our application to the Agency on Aging and hear by July.
- **The Great Give – May 4, 5 2021 – Janet**
 - The highest importance is to have a coordinated message and we covered much of that in the meeting last week. Post information ahead so that people are aware ahead of the time. Make it short and sweet and to the point.

- Donations through the Great Give site are eligible for 'prizes' and matching funds but have a small donor fee associated. We can also direct donors directly to our website.
- All material used for Partnerships can/should be mirrored on our individual social media and contact lists. We can also ask friends to post the notices.
- We will need to get creative for video as CTV is closed for COVID. The WTIC video call also be explored.

Adjournment

Meeting was adjourned at 1:13p.m. by Shirley Pripstein.

Next Monthly Board Meeting will be at 12:00pm, Thursday, April 15, 2021, on Zoom.

Minutes submitted by: Janet Rettig Emanuel / Secretary