

Partnerships Adult Day Center Annual Board of Directors Meeting Minutes

15 July 2021

1. Roll Call - Meeting called to order at 12:38 Diana Sarro, Dan Skibitski, George Alexander, Jennifer Brosious, Janet Emanuel, Liz Leonardo, Shirley Pripstein, Patricia C Vener-Saavedra
2. Approval of Minutes motion: Patricia, second: Liz; approved
3. Election of Officers - motion to accept the slate: Diana, second: George; approved

President – Janet Emanuel (2021 - 2023)

Immediate Past President – Shirley Pripstein (2021- 2023)

Vice President for Operations – Dan Skibitcky (2021-2022)

Vice President for Communications – George Alexander (2021-2022)

Vice President for Development – Diana Sarro (2021-2022)

Treasurer - Pat Gilmore (2020-2022)

Secretary – Patricia Vener-Saavedra (2021-2022)

4. Executive Director's Report – Vicki Crocco - stuck on floor because, CNA took ill and had to leave. Vicki is covering. Hence all but staff issues are set aside.
 - a. Covid Issues
 - b. Census
 - c. Client potentials
 - d. Staff Issues - Shirley moves to create of Personnel Committee - discussion - none. Approved. Shirley - chair, Dan, Janet; Diana has a possible state rehabilitation and job program resource for a temporary CNA from a rehabilitation program. Shirley worries about alcohol background, stating that they should be in Alcoholics Anonymous if this is a background issue. Vicki would be "hiring" but the program would be paying the salary. Janet wants a Personnel Meeting next week to deal with staff unhappiness. Personnel Committee will meet in advance.
 - e. Finances
5. Nurse's Report – Lucille Alouah - Not covered
 - a. In Service Trainings - Not covered
6. Old Business
 - a. Strategic plan update - Gina is not here and seems to have fallen off the grid for this month. Community Foundation of New Haven Grant being reviewed today (2 yrs, 40,000 support). Diana will notify results when she hears.
 - b. Budget update - Diana, Dan, Vicki have created budget for our approval. But nothing available to be reviewed by us. Budget is based on census of 8 people and new P/T CNA. George asks if budget is organized by accounts from books or the unclear version that has been normally provided. Diana will send out the proposed budget via email.

- c. Documentation for Peer Review - Pressed for time but Janet will be working with Vicki. (I also volunteered to help with this some time ago.) Missing: review documents and forms for personnel. Asks Liz if she can volunteer while Vicki and Janet (and Dan?) work on Peer Review. Due date: unknown so, "with all deliberate speed."
- d. PDF file printing issue - scanner won't scan to anything but JPG. Need conversion software or learn settings changes. Shirley will look into this.
- e. Dan wants a board members to come in to help with Rec. Possibly other volunteers.

7. New Business –

- a. Diana - Staff Appreciation Fund - Donors can donate through PayPal but must advise "Staff Appreciation Fund." Same with checks. Vicki would have control. Shirley says it sounds like a way to avoid tax consequence and would be illegal. Would be considered "gift income" instead of regular income. Gift cards are different in that they are gifts from an individual. Get expert advice. Diana suggests gift of a paid day off. Shirley reminds this would be a debit on the budget. Need to check current Personnel Policy. Personnel Committee will look into this.
- b. Termination of Board Seat – Andre Welsh - motion: Patricia, second: Shirley - discussion; none. Vote - Passes. He will be removed from mailing list.
- c. Board meeting date change - Motion - Board Meetings be held on 1st Thursday after the 16th month. motion: Shirley, second: Patricia - Vote Passes. George brings a motion to meet on the second Thursday of month. Dan seconds. Discussion: Dan is concerned about everyone showing up. George avers that this allows for consideration of the previous month's data and more time for adjustment implementation as needed.. Vote Passes.

8. Next meeting date: August 12, **Time: 12:30** On Zoom

.

. Adjourned 1:52 Pm

.

Join Zoom Meeting

<https://savechildren.zoom.us/j/97370223131?pwd=N2FONStmOTBUZGVXM0s2M0p6VHhZQT09>

Meeting ID: 973 7022 3131 Password: 003196