

Minutes of the Board Meeting Partnerships Adult Day Center 9 September 2021

Called to order at 12:30 PM

Attendees: Dan Skibitcky, George Alexander, Jennifer Brosious, Liz Leonardo, Diana Sarro, Patricia Burke, Janet Emanuel, and Patricia C Vener-Saavedra

1. Minutes approved. (Motion - George, Seconded - Pat)

2. Director's Report - (Director is absent, so no report, just discussion)

- **Diana** asks why census is going down; it was 10 is now seven. **Dan** offers that we are losing one because she needs watching til 5 PM and we are only open to 2:30 or 3:00 PM. **Dan moves we stay open til 5 Pm - Patricia seconds.**

How do we staff this? How do we get staff that will stay later? We are now hiring staff when we don't need them now?

Pat: Staying open til 5 will increase our census.

George looked at other sites that offer "flexible hours" but if you take the MyRide you have to use their schedule.

Liz notes we used to have longer hours.

Janet also points out we need to staff these hours.

George and Patricia point out that it is do-able as Clelian does it.

Dan thinks we can start maybe 10 or 15 minutes later and we can stagger CNAs. We need to tell staff what we need from them. Could someone speak to Betsy's family again.

Dan - moves change hours to be open to 5 PM in order to accommodate client needs. George asks costs - if we lose a 5 day client what do we lose, 75 per day - if we add a cna the cost is 13.00 per hour.

Janet calls the vote: Diana-abstains Janet-no, Dan-yes, Jennifer-no, Pat-yes, Liz-yes, Patricia-Yes George-yes - **Passes.**

Janet moves that until we have staff in place we hold off announcing it.

Pat - we need to get staff in place but we need a date to get this done and someone needs to talk to Vicki and when.

George also wants to be talked to the family.

Janet will speak to Vicki.

Dan asks how will it hurt the center by not announcing new hours? New clients are already not considering us.

Jennifer points out the shortage of CNAs. We can't always expect staff to bend over for us unilaterally.

Pat notes Vicki's apprehension is that she is going to have to stay til 5 PM. Vicki needs to understand that she only has to work her number of hours however she wants or needs to place them. Someone talk to Vicki tomorrow who can then talk to staff.

Dan will help with scheduling.

Janet wants to put it off with a specific starts date.

Dan feels that staff needs to be more "in partnership with Partnerships.

George "we reach a point with staff who were wonderful when we had trouble but now they are running us." If we even just break even with present client, there will likely be other clients coming.

Liz says that if we talk with Vicki and get her on board understanding she does not have to take those hours herself but rather see if staff might actually prefer these hours.

Pat suggests Sept 15th we would be open til 5 PM.

Diana wonders about charging extra for extended hours. After all, Clelian does.

- **Peer Review - Janet** thanks effort of those who worked on it and attended. There were a few small corrections easily made; and two in-service programs that did not get done that MUST be done. We may have to correct a few things but we should get either certification or pending certification. George notes that one of our reviewers was an LPN rather than an RN. Is that relevant for us given that we are a medical model? Apparently no..
- Staff Issues – scheduling - interns and students as in email.
- Food Contract - Juniper now handles Meals on Wheels instead of Lindly. They have three menus, the "regular" is not very good - mostly cabbage? Janet will be meeting with Dunbar Davenport pantry's Sandy Kops who will supplement us with desserts and snacks.

2. Treasurer's Report/Finances

- August Report - sent out early this morning. Over spending was due to computer purchases.

3. Nurse's Report - Nurse's Report – Lucille Alouah was absent. She has, however, made inquiries to CAADS and gotten the two missing in-service packets.

4. Old Business

- Grants update - Shirley – PPP Forgiveness paperwork done.
- Computers & Phone lines – Pat Gilmore - has been done except for missing part for nurses station computer and address phone line issues.
- Documentation for Peer Review and Web Library - Janet has redesigned the "Tool" to consist of various binders with plastic inserts. Will be finished by end of month.
- Staff Acknowledgement Fund - Janet \$1222 raised
- Pending projects from 2020-07-11 List – Please review this list!
 - Mandatory (as of 01/2018) 401k offering to staff
 - Credit card & Check writing signatures update
 - George - are we not a tax exempt in Hamden? Vera Morrison is looking into our dilemma of Town spinning us off as a non-profit but now not acknowledged as non-profit.

5. New Business:

- Janet – Food supplement through CONNCAT Incubator, LLC. Sandy Kops' organization which will provide us with desserts and snacks and will be a connecting point for working with some other local organizations. She might be a very good resource and if she's interested, board member.

- Strategic Planning Meeting – September 15 at 10:00a.m. on Zoom <https://savechildren.zoom.us/j/95906501901?pwd=Tjkyc1FHaTdNdnIVb3NaVUczZmtmQT09> - Janet wants to move the meeting to another day. Probably a weekend for one hour as there is no information from Gina as of now.
 - Fundraising - I suggested monthly giving. Diana suggested monthly autopay
 - Signatory for accounts. Can Janet just go to the bank and apply for this? Also how is Webster online account signatory handled?
6. Good of the Order - Janet asks how George's move is going. He says "slowly." Janet asks How is Diana's move going - it's exhausting and she's off to Texas.
7. Moved to adjourn, all approved. time 1:51 PM

Next meeting date: 14 October 2021, **Time: 12:30 PM**

On Zoom

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

Meeting ID: 973 7022 3131 Password: 003196

Patricia C Vener-Saavedra

These minutes signed by Patricia C Vener-Saavedra, Secretary