

**PARTNERSHIPS ADULT DAY CENTER
BOARD OF DIRECTORS MEETING MINUTES
FEBRUARY 17, 2022**

Meeting was called to order by Janet at 12:32 p.m.

Present: Janet Emanuel, Dan Skibitcky, Pat Gilmore, Patricia Vener-Saavedra, Shirley Pripstein, Jennifer Brosious, Diana Sarro,. Absent: Liz Leonardo, Sandy Kops, Marvin Arotsky

APPROVAL OF MINUTES

- Minutes of the December 16, 2021 meeting were approved as amended without objection. Moved by Diana, seconded by Pat
- Minutes of the January 20, 2022, were approved without objection. Moved by Pat, seconded by Shirley

DIRECTOR'S REPORT – see submitted report (2022-02-17 Directors report.docx)

1. Town of Hamden grant application

- This is the CDBG grant we get every year due March 1
- George questioned whether the grant had to be for food
- Diana stated that we were told it could be for general purposes – i.e., undesignated.
- Vicki will call the town to confirm
- George: thinks we should ask for more money to subsidize the rent

CAADS REPORT

- Janet stated that nothing out of the ordinary was discussed.
- Is anything happening legislatively? Shirley said it was a short session, meaning that bills could not be introduced by individual legislators but had to be committee bills.
- Diana asked that Shirley call Andre Brel to find out what is going on, if anything. Shirley agreed to do so. Since Shirley will not be at the March meeting, she will send a report by e-mail to the board.

PRESIDENT'S REPORT

- Janet reported that all the staff job descriptions and evaluation procedures have been updated and that Vicki has received her annual evaluation.
- Janet, Shirley and Vicki will do Lucille's review next week on Thursday or Friday.
- Vicki (with Janet or Pat) will do staff reviews with next week.

OLD BUSINESS

1. Financial Reports

- Janet moved that we adopt the format that Vicki used this month.

- Diana said that she liked the format that Shirley had sent around
- George said he liked both
- Shirley pointed out that the report Vicki gave us this month was generated by Quicken, whereas what she did would have to be done using Excel. It requires the manual input of monthly data and then the use of formulas.
- Shirley and George will speak and resolve any questions of presentation.
- Shirley would have to sit down with Vicki to teach her to do it. She will find time to teach Vicki before leaving for Israel on March 13th.
- Janet withdrew her motion

2. Board member photos and biographical sketches

- Janet has still not received a photo and a biographical sketch from everyone. She pointed out that it is important to have board member photographs and biographical sketches up on Facebook, on our web page and for marketing purposes.
- If she receives nothing further by the weekend, she will put together something from introducing ourselves to Sandy at the last meeting for George to post.

3. Conduct at board meetings

- Janet said she was embarrassed by what happened at last month's board meeting.
- Diana said that there is the CFGNH has possibility of board development training.
- Janet reminded us that one of the functions of a board member is to recruit new board members, that we desperately need someone with an IT and social media expertise, and someone in the medical management field.
- Diana noted that we had lost potential board members because of our unprofessional behavior at meetings.
- Janet noted that we need board member job descriptions and the Personnel and Policies committee will tackle that next.

4. Policy Manual Updates

- Shirley noted that we don't have a procedure for keeping our policy manual updated with new policies adopted by the board.
- After some discussion, it was agreed that the most current policy would have to be kept in Word on one of the office computers, and rather than a board member doing the updating, that it would have to be Vicki's responsibility.
- Shirley asked if that needed to be added to Vicki's job description. Janet thought not; that it was covered by language already there.
- Janet will support Vicki in creating folder structure on the office computer for maintaining all Partnerships official documents.
- Once the policy manual is updated, it has to be printed to PDF format so it can be posted on our website and Facebook page.

- Vicki asked who she was supposed to send it to for posting. Answer: to Janet for posting on Facebook, to George for posting on the website.

5. Phone Line Update

- The current situation is that we have two lines to large office, but only one line to the reception area. Both the fax and the answering machine are on that line and if it is busy, an incoming call does not “roll over” line 2 because the line 2 wall outlet in the reception area has been turned off at the main telephone service box to the building. A special tool that Brian did not have is needed to activate the outlet at the main box. Pat knows someone who may have this tool.
- Pat reported that we will fix the phone lines when we change Vicki’s office, but that hasn’t happened yet.

6. Job posting for CNA on the internet

- George was going to post on Patch, but Vicki discouraged it because she was working with two promising candidates.

NEW BUSINESS

1. Posting of work schedule at Partnerships and to board members.

It has been helpful and Vicki will continue to post staff schedules and census to the Board@partnershipsadc.com weekly.

2. Access to computers at Partnerships

- Janet noted that when Vicki was on vacation, there was no access to the computers at Partnerships because no one else had the passwords. She asked for suggestions.
- George suggested that the President have the password. Janet asked George to write a statement so a proper motion could be made and voted on.
- George then suggested that there be two levels of password protection. Shirley asked if that were even possible.
- Janet again asked George to write a statement to be voted.
- It was noted that the medical records of the clients are kept manually and are not one the computer.

Adjourned into Executive Session at 1:45pm

The next monthly Board Meeting will be March 17, 2022 at 12:30pm on Zoom

<https://savechildren.zoom.us/j/97370223131?pwd=N2FONStmOTBUZGVXM0s2M0p6VHhZQT09> Meeting ID: 973 7022 3131 Password: 003196

