

Partnerships Adult Day Center
Open Board of Directors Meeting Minutes
May 19, 2022, at 12:30 p.m.

The meeting was called to order at 12:32 PM by President Janet Emanuel

Roll Call – Shirley Pripstein, Dan Skibitcky, Pat Gilmore, Patricia Vener-Saavedra, Jennifer Brosious, George Alexander, Liz Leonardo, Sandy Kops, Janet Emanuel, Diana Sarro and Vicki Crocco were present, Marvin Arotsky absent

NOTE: A corrected copy of the March Meeting minutes will be submitted.

Pat Gilmore moved approval of the Minutes of April 21, 2022 Monthly BOD Meeting; Patricia seconded. Approved as presented.

1. **Director's Report**- Vicki Crocco summary - see submitted report (attached)
 - a. Client Census – steady at ~7,5 with
 - i. two potential clients coming for trial days
 - ii. one new private pay at two days
 - b. Financials - steady
 - c. Staff Issues –
 - i. One new CNA ready to start but staffing often very short everywhere.
 - ii. While nursing hours were voted by the board to be cut back to 4 hrs. per shift as the minimum required, the shifts are remaining at 6 hrs due to lack of CNA coverage. As we gain staff, we will adjust the nurse hrs.
 - iii. **Liz Leonardo** – some places are paying people to do CNA training – if we did this we would have to have provision
 - iv. **Shirley** - suggests follow-up questionnaire for any client interest that does not chose us. **Janet** – also for CAN candidates.
2. **CAADS Report** –
 - a. There are still 36 member associations and onsite peer reviews are resuming
 - b. Lucille will be our representative managing peer reviews
 - c. Our review will be scheduled in August of 2023
3. **Old Business**
 - a. **Follow-up on QU intern Complaint** –
 - i. Thank you, George and Shirley for providing the CHRO in service materials for all of us to take the training that went into effect Oct 2019.
 - ii. It is free and online and mandatory. It takes ~2 hours.
 - iii. A certificate results that must be kept on premises PADC.
 - iv. **MOTION Shirley/Pat** – All staff and Board members will complete the on-line training by July 1, 2022 **Unanimous**
 1. **MOTION George/Janet** – Supersede the motion to complete training by June 1, 2022. **7 In favor/ 3 opposed; Passed**
 - v. **A Zoom meeting May 30** with Vicki, Shirley and Janet with Prof Buccini, Kwerting at QU – will work through the particulars of the incident
 - vi. **MOTION Shirley/Patricia** -We set aside \$5000.00 for a period of nine months for the purpose of hiring a lawyer if needed to resolve the incident of Jocelyn Ford. **Passed unanimous**

- vii. **The two issue of hostile workplace / sexual harassment**– is it ‘persistent’ and ‘pervasive’ –our response to the complaint matters.
 - viii. **Our policies will be rewritten** to encompass harassment.
- b. **Board & Staff Listings – Janet’s** request of all board members is to go to our website, click on George’s photo link and read his bio.
 - i. Complete and send him your own in similar format with as much or little detail as you want, if you have not already done so. Who you are, why you are on the board.
 - ii. **Shirley** – photos do not need to be posted.
- c. **Round Up for Partnerships**
 - i. **Janet** found that merchant needs to have a ‘point-of-sale” button in their register so that a specific entry can be made on any receipt and a monthly report can be easily generated.
- d. **Connex Coins for Change**
 - i. Patricia - they now have seven machines, but a backlog. We can be put on the list to go to our general operations–
 - ii. likely to be active Q1 of 2023; **Vicki will be the contact person**
- e. **Great Give** – Not complete for matching yet, about \$3200 total
 - i. Also **Sandy** did a fundraiser on her NSS site for us that got \$200.

4. New Business

- a. **Board Member employment -Shirley** will do document shortly
 - b. **Hamden Adult Ed Publication – Liz** inquired about deadlines for listing programs and will call again next week if she doesn’t hear back.
 - c. **Slate of officers – Nominating Committee will be Shirley & Patricia**
 - i. Current officers will be asked if they want to continue, others will be asked for interest so that we can hold election at June Annual Meeting
 - d. **Budget Committee – Patricia (head), Dan and George, Diana** will work with **Vicki** to create realistic budget before the Annual Meeting.
 - e. **Each Board member needs to be causing new members to join us.** If we are not projecting the opportunity it will never happen.
 - f. **MOTION Patricia/Shirley** – A statement will be added to our materials specifying that new Board members be required to take CHRO harassment training within a month of joining or show a certificate. **Passed Unanimous**
 - g. Chamber of Commerce Board Member Fair – potential new programs
5. **Good of the Order – George** – Spoke with the Staff Educator, an RN, at Whitney Center about residents not quite ready for the Memory Unit who might benefit using our services with their caregiver. Would like to meet with Vicki & the PADC Center.
- a. **She may also be available as our ‘on call RN’ - George will coordinate**

6. Adjourn 1:44 pm

Next MONTHLY meeting date: **July 21, 2022 Time: 12:30 On Zoom**

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

SPECIAL EXECUTIVE Meeting, TBD

<https://us06web.zoom.us/j/7665434101?pwd=WU1UQ09NcjdKZHYvamhpWGZyR0F3UT09> Meeting ID: 766 543 4101 Passcode: 737326