

Partnerships Adult Day Center
Open Board of Directors Meeting Minutes
June 16, 2022, at 12:30 p.m.

1. Meeting was called to order at 12:31 PM by President Janet Emanuel
2. Roll call present Shirley Pripstein, Pat Gilmore, Sandy Kops, George Alexander, Patricia Vener-Saavedra, Jennifer Brosious, Dan Skibitcky, Diana Sarro, Janet Emanuel, Vicky Crocco. Absent Liz Leonardo Marvin Arotsky:
3. Pat moved; Sandy seconded motion and without objection minutes of May 19, 2022 BOD meeting were approved.
4. Director's Report - Vicki Crocco (summary attached below)
 - a. Client Census – one 5-day participant lost; one new will start 2 days per week several tours scheduled
 - b. Financials (attached to email)
 - c. Program Issues: Alicia (new CNA) working out well:
 - i. Ellen out with COVID – did not expose anyone
 - ii. Dan Diana Shirley & Marvin need to get CHRO Certificates in
 - iii. Quality Assurance questionnaires need to be revamped for continuing & leaving clients, students, interns, and folks who take tours.
 - iv. COVID policy needs to be in writing for boosting – CDC recommendation is our standard
 - v. Sideboard will be removed today; piano needs to go
 - vi. A participant's husband asked if our aide could care for his wife here one or two nights per month: **Shirley** – only with contract; **Vicki** – unsafe area; **Janet** – insurance issue. We will decline for now. **Jennifer** – could be a future service to set up -Family Night Out.
5. CAADS Report – no meeting this month
6. Old Business
 - a. Great Give – Final amount \$5,851.88 net; \$5K more than last year
 - i. THANK YOU to Sandy for the \$200 she raised for us in a fundraiser
 - b. Review of QU intern Complaint – no full filing will occur
 - i. **Shirley & Janet** are working on documentation for both at QU and PADC
 - ii. Improve communication with QU and with intern
 - iii. Follow up reporting and signing
 - c. CHRO Policy follow-up -**Shirley** – will draft CHRO testing policy for staff/Board and how to deal with any infraction after annual meeting
 - i. **Janet** – ask Jackie Downing thru CFGNH.
 - d. Board & Staff Listings – **George** - Jocelyn will be removed from our website as her internship completed with another project

- e. Round-Up for Partnerships / Connix Progress- moved to meeting on 6/30
 - f. Painting of Center –
 - i. Pat will reconnect with paint/ work commitments.
 - ii. Vicki will finish list of associated necessary repairs
 - g. Interaction with Whitney Center – **George** –
 - i. **Vicki** has called and emailed but not connected yet.
 - ii. **Janet** – we need to think ahead about what relationship we would like
 - iii. At very least, the RN connection would be valuable
7. New Business
- a. **MOTION Pat/Shirley - Election to be moved to a special meeting June 30 so that we are in compliance with our by-laws.** Passed with no objection.
 - b. Shirley and Patricia to present slate by next week. Janet nominated Pat Gilmore for president.
 - c. Budget Committee –Vicki & Pat have prepared a draft – will be sent out.
 - i. Vicki will send copy of last year's budget
 - d. Potential Board member search- Janet – everyone ask people in your life.
8. Adjourn General meeting Shirley/Dan 1:20pm
9. EXECUTIVE SESSION open 1:21pm
- a. **George** - Whitney Center great for potential Board members as well as clients. Will be the face of PADC as a resident as well as Vicki connecting.
 - i. May be people who would come with their own aides, - creating a working bridge between us. People at Whitney are independent living, not medical clients, PADC could be an alternate place for them to be.
 - ii. **Shirley** -is this the person for us to discuss program set up. Shirley & Janet will communicate
10. ADJOURN 1:38 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, June 30, 2022 Time 12:30 on Zoom

<https://us06web.zoom.us/j/7665434101?pwd=WUIUQ09NcjdKZHYvamhpWGZyR0F3UT09> Meeting ID: 766 543 4101 Passcode: 737326

Directors Report
June 16, 2022

CLIENTS:

Month	Avg.Census	#Operating Days	Income	Private Pay	Agency Pay
May	8	21	14,954.15	10,125.	4829.15
April	7.6	20	13,313.00	8730.	4583.
March	7.8	23	13,960.00	8804.	5156.
February	7.8	18	10,672.50	6935.50	3737.
January 2022	7.1	20	10,717.96	6682.	4035.
December	6.6	21	10,568.00	6831.	3737.
November	7.6	20	11,514.94	7329.50	4185.44
October	7.9	20	12,158.66	7749.	4409.66
September	7	21	11,205.74	7394.	3811.74

New participant to do a trial day on Tuesday, June 21st. Daughter will fill out paperwork with nurse On that day. Trying 2 days to start. Private Pay.

We unfortunately lost a full-time participant the end of last month. She progressed with disruptive behavior and although we could still handle her day to day, her family could no longer do the transportation and keep up their business schedule and so transferred her to a closer facility that she will now transition into their living facility.

STAFF:

I hired a new CNA, Alicia Crowder, who is working full days on Friday, and four hours on Mondays, as well as per diem for Maddie and Isabelle. Her first day was May 23rd and she has been working out very well. She has been doing HOME Care for many years and continues to do so, weekends and over nights.

Ellen has been out since Wednesday, June 8th. She started to feel ill on Sunday, June 5th after attending A gathering on Friday night. A few people at that gathering called her on Saturday to say they were not Feeling well and got tested and were positive. She got tested on Monday, June 6th and was negative in Spite of not feeling well. I told her not to come in on Wednesday and to go test again because it takes A few days and sure enough on Wednesday she tested positive. She is fine, just cold like symptoms and Is expected back on Wednesday, June 22. (Day 15).

No one here at Partnerships was in the line of exposure.

FINANCIALS:

Today's balance in the checkbook is \$16,607.00

Our Food bill for May was \$749.70

Marvin is away until June 20th but said he will be available to me by phone for budget or other matters coming up.

Great Give total I have equals \$5,851.88!

OTHER:

I still need harassment certificates from Dan, Diana, Shirley & Marvin.

What is the status of the Quality Assurance questionnaire that we send out to participants families/caregivers every year?

Once again...Partnerships covid policy requires mandatory vaccination...is it also mandatory to be Boosted? How many/often? We really need a written policy for the nurses to follow. (Lucille called Clellian and asked their policy...vaccine mandatory, boosters not but encouraged)

In house we need to get rid of a large wood TV armoire, and the old upright piano in the recreation room. I have listed them many times as FREE with no takers...if anyone has a connection to someone Who might want them or remove them for us (maybe we can pay a nominal fee) please let me know!!!