

PARTNERSHIPS ADULT DAY CENTER

Minutes of Board of Directors Meeting

April 21, 2023

The meeting was called to order by Pat at 5:06 p.m.

MEMBERS PRESENT: Pat Gilmore, Shirley Pripstein, Jennifer Broschious, George Alexander, Patricia Vener-Saavedra. Members absent: Diana Sarro, Dan Skibitsky. Pat introduced Kathy Riordon, a prospective board member, who will be joining us for this meeting. Kathy is a former Partnerships employee who is known to many board members.

APPROVAL OF THE MINUTES – Patricia moved approval of the minutes of our last board meeting, which was March 16, 2023. Motion seconded by Shirley. Shirley mentioned that there had been one correction from Vicki: it was Lucille and Dani rather Lucille and Dan who did the outreach to Chanel 8. Shirley said she had made that correction. Without objection or discussion, minutes were approved as corrected. Shirley will send George a clean copy of the minutes for posting on the website.

DIRECTOR'S REPORT:

- Daily census: The average daily census for March was 5.7, which is even lower than the census for January and February. We have more clients, but they are coming fewer days. Their family members are working from home, so they do not have to come every day. We have no every-day client at present.
- Prospective Clients: There is one prospective client whose daughter wants her to come, but the prospective client refuses.
- Staffing: Maddie misses a lot of time due to sick children. When she is out, Alicia Crowder picks up the hours. Vicki thinks we need to decrease the nursing hours to the state minimum. We have already cut one part-time CNA.

- Other cost-cutting measures: Vicki is cutting hot meals on Wednesdays, which will save us \$200 per week. We can do either pasta with tomato sauce or tuna noodle casserole.
- Marketing Outreach: See attached outreach report. Of note:
 - If CAADC accepts the CPTV proposal, it will cost each day care center \$65
- Donation Outreach: Vicki reached out to Stop & Shop. They were not receptive. Jennifer suggested that we reach out to other area grocery stores: Shop Rite, Big Y, Aldi's, Price Rite, and Walmart. Pat will go to Whitney Donut one day each week, get donuts for Partnerships, and bring them to the center. Patricia will check with Thyme & Season. Pat has already tried Panera with no luck: they do give food, but we do not meet their qualifications.
- New Payroll Vendor: We have changed payroll vendors. Using the new vendor will save us \$96 per month. There is a basic monthly charge, on top of which they charge \$4 per employee.
- Nursing Hours: Vicki is planning to cut nursing hours to four hours per day, 9:30 a.m. to 1:30 p.m. Four hours per day is the basic minimum, and Vicki thinks we can get by with that. There was some discussion as to whether a board vote on the change was necessary, and we agreed it was not: managing staff hours is well within the discretion of the executive director. There was also some discussion about whether the change was consistent with Lucille's employment contract. Shirley did not recall the specifics, but said she believed she drafted the contract to give us flexibility. Pat said she recently checked the contract, and that it would allow the reduction.
- CDBG funding: The grant applications have been approved by the legislative council. We are waiting to receive the money.

PRESIDENT'S REPORT

- Earth Day: Saturday April 23 is Earth Day. There will be an exhibition on the town green. The Chamber of Commerce has a table for non-profits. Pat dropped off some of our pamphlets with Jay Kaye, who is head of their non-profit division. He will see that our pamphlets are put out.

- New Grant Opportunity: There is CDBG-B funding available for capital improvements. Pat and Vicki are not sure we qualify. The money has to be used for a specific purpose, and we need an estimate of the cost of the improvement. Pat is thinking of applying for the money to paint the walls. Jay Kaye is a contractor and will provide us with an estimate.
- Hamden Business Expo – Will be on the town green on June 3rd. We need volunteers to staff the table. The expo starts at 10, so we need volunteers from 9:00 a.m. to 7:00 pm.
- Addition of New Board Member: There was a discussion about how to formally add a new member to the board. Pat said she checked the by-laws, and that the by-laws were silent on that subject. Pat said she decided that we should just vote to fill the vacancy since we are below the minimum number of board members called for in the bylaws. Shirley moved that we add Kathy Riordon to the board. Motion seconded by Patricia. Motion carried unanimously without discussion. Kathy's e-mail address is "movies8861@hotmail.com."

NEW BUSINESS -

- The Great Give: The Great Give is coming up the first week of May. We should all send asking e-mails to our friends, acquaintances, and family members.

OLD BUSINESS

- Telephones – Shirley will ask Brian to come put it back the way it was. It is more important that we get all our messages than that we turn off one of the lines.
- Plumbing Issue – Shirley picked up the lease from Vicki, scanned it into a PDF document, and sent it to all board members. There is no mention of responsibility for repair of clogged sewage pipes. Shirley moved that we pay Dan the amount it cost him to get the repair done. Motion seconded by Patricia. Without discussion, the motion passed unanimously.

There being no further business, Shirley moved to adjourn the meeting at 6:20 pm.

Next meeting May 18, 2023 at 5:00 pm.

Respectfully submitted,

Shirley M. Pripstein,
Secretary