

Milford Council on Aging Minutes
January 14, 2013

In Attendance: Vicki Battle, Phil Caporusso, Cynthia De Luca, Dick Dowin, Lillian Holmes, Shirley Serrano, and Beverly Street-Kefalas.

Absent: Terri Amann and Mike Pertrucelli

Aldermanic Liaisons: Paula Smith **Absent:** Bryan Anderson

Also present were Janice Jackson and other staff members of the Senior Center.

Due to the fact, the 2013 Officers for the Milford Council on Aging board of directors had not been elected, the Executive Director, Janice M. Jackson called the meeting to order at 5:30 p.m. Janice asked everyone to introduce themselves including a new board member, Judge Beverly Streit-Kafalas and the Roll Call was taken.

Janice asked for nominations for the Office of Chairman. Phil Caporusso made a motion to nominate Lillian Holmes as Chairman. Dick Dowin seconded the motion. There were no other nominations. All board members were in favor of Lillian Holmes as Chairman.

Janice asked the Chairman if she would like to continue with the Election of Officers? Lillian agreed and opened the floor for nominations for Vice Chairman. Dick Dowin made a motion to nominate Cynthia DeLuca as Vice Chairman. Phil Caporusso seconded the motion. There were no other nominations. All board members were in favor of Cynthia De Luca as Vice Chairman.

The Chairman opened the floor for nominations for Secretary. Cynthia Deluca nominated Vicki Battle for Secretary. Beverly Streit-Kafalas seconded the motion. There were no other nominations. All board members were in favor of Vicki Battle as Secretary.

The Chairman opened the floor for nominations for Treasurer. Janice Jackson stated that she contacted Mike Petrucelli and he agreed to serve as Treasurer if nominated. Phil Caporusso nominated Mike Petrucelli for Treasurer. Beverly Streit-Kefalas seconded the motion. There were no other nominations. All board members were in favor of Mike Petrucelli as Treasurer.

The Chairman entertained a motion for approval of the agenda and committee appointments. Moved by Phil Caporusso and seconded by Cynthia Deluca. Beverly Streit-Kefalas abstained.

The Chairman entertained a motion to approve the December 10th board meeting minutes. The chair asked for any deletions or omissions? Motion made by Shirley Serrano. Seconded by Dick Dowin. Motion prevailed to approve.

Chairman's Report and Correspondence:

The Chairman, Lillian Holmes extended a welcome to returning board members and introduced the new board member, Beverly Streit-Kefalas. The Chairman reported that the board is looking forward to an exciting year. Lillian also mentioned sending a thank you letter to Joyce Elwell. Janice shared a letter of gratitude from Mayor Blake to Joyce Elwell for her service as a Council on Aging board member. Janice also shared letters from the Mayor of the re-appointments of Lillian Holmes, Phil Caporusso, and Mike Petrucelli. Beverly Streit-Kefalas was appointed as a new board member replacing Joyce Elwell. Janice discussed a thank you letter from the United Way of Milford for their recent donation from a Senior Center bake sale. Also a letter and check donation to the Senior Center by the Milford Lions Club. Janice Jackson distributed a list of all the board members and requested that they update their contact information.

Treasurers Report:

There was discussion about the City grant versus the Community Development Block grant and its fluctuating amounts. It was reported that the overall income was down about \$7,000.00 from the previous year. It was discussed that if the flu shot monies were omitted, that overall the account would prove positive by about \$4,500.00. After no more questions or comments the Chairman referred the Treasurer's Report to the Finance Committee.

Committee Reports:

Personnel Committee Report: Cynthia DeLuca distributed the Minutes of the December 12th meeting and stated that it would be discussed further in Executive Session.

Finance Committee Report: Phil Caporusso reported that there was no meeting, however Phil spoke to Mayor Blake about cash flow and reserves.

Old Business: none

Executive Director's Report:

Janice Jackson read her report and there were no particular discussions that took place over the last report. Beverly Streit-Kefalas had questions about whether or not a Policy and Procedures Manual exists for the Center and/or its members? There was a general discussion regarding the current Milford Senior Center Rules of Behavior. Board members suggested adding the Trip Policy regarding companions to accompany members on trips with cognitive and physical impairments to the Rules of Behavior. Other areas of discussion included a written Volunteer Manual, By-Laws for the Center, Food Bank brochure, having members sign and date that they received the Trip Policy, and perhaps include the Trip Policy in the Transportation brochure. Through discussion it was decided to have the Senior Center staff attend the next meeting with information concerning members who cannot travel independently and need additional support during trips.

New Business:

The Chairman entertained volunteers for the Personnel Committee. Cynthia DeLuca, Chairman, Dick Dowin, Beverly Streit-Kefalas and Vicki Battle all volunteered. All were accepted. The Chairman entertained volunteers for the Finance Committee. Phil Caporusso, Chairman, Shirley Serrano, Terri Amann and Mike Petrucelli were both assigned in their absence. All were accepted. It was decided that a new board members list would be included in the next packet. Assistant Treasurer open to discuss names. No one has been appointed and the listing for one is not in the By-Laws. It was decided that further research of the position was needed and it was suggested that the Chairman of the Finance Committee work closely with the Treasurer.

The Chairman requested other items of business to come before the board? After hearing none, Chair entertained a motion to go into Executive Session to purposely discuss and conclude a matter pertaining to a member. It was moved by Shirley Serrano and seconded by Cynthia DeLuca. The board entered into Executive Session at 6:20 p.m. The Board came out of Executive Session at 6:35 p.m. having resolved the issue concerning a member.

Chairman entertained a motion to adjourn the meeting. Motion to adjourn by Shirley Serrano and seconded by Phil Caporusso. A vote was taken and the motion to adjourn prevailed.

The meeting adjourned at 6:36 p.m.

Respectfully submitted,

Vicki Battle, Secretary

Milford Council on Aging