

Milford Council on Aging Meeting Minutes
Tuesday February 14, 2017, 5:30 p.m.

Call to order: Meeting was called to order at 5:36 p.m. by Lillian Holmes.

- 1. Roll Call:** Board Members Present: Lillian Holmes, Cynthia DeLuca, Shirley Serrano, Richard Dowin, Doreen Fontana, and Terry Nolan.

Absent: Dr. Philip Caporusso, Michael Petrucelli, and Judge Beverly Streit-Kefalas.

BOA Liaisons: Bill Bevan and Ellen Beatty.

Staff: Janice Jackson, Amanda Berry, Geri Dichkewich, Mary Allen Heerema, Jim Convery, Liz Kassey, and Elle Gilbertson.

- 2. Agenda:** Lillian entertained a motion to approve the agenda with a change to Item 9 - we would continue the discussion and make recommendations in regards to the Travel Coordinator's hours. Shirley made the motion and Doreen seconded. The motion prevailed.
- 3. Minutes:** Lillian entertained a motion to adopt the January 9th meeting minutes. Doreen made a motion, Shirley seconded. The motion prevailed.
- 4. Chairman's Report and Correspondence:** Lillian reminded the board members to ensure they have been sworn-in.

Janice Jackson reported the following correspondence:

A letter was received from the Oyster Festival Committee concerning a \$250.00 donation to the Senior Center.

- 5. Treasurer's Report:** Doreen gave the report for January. A motion was made to refer the Treasurer's reports to the finance committee by Shirley. Cynthia seconded. The motion prevailed.
- 6. Committee Reports:**
- a. Personnel Committee: the chair referred the discussion/report to New Business.
 - b. Finance Committee: No meeting. No report.
 - c. Ad-Hoc By Laws Committee: No report, move to Old Business for the next meeting.
- 7. Old Business:** Purchase of a new vehicle - Shirley reported that she has a meeting with Stevens Ford scheduled for next week. We will wait on more information and discuss at the next meeting.

There was some discussion about getting a commercial refrigerator for the prep room. It was decided to wait until there was a need for the current refrigerator to be replaced.

- 8. Executive Director's Report:** Janice Jackson reviewed her written report furnished to the Board for December. There was some discussion about the city budget and possible cuts due to the State budget. Bill Bevan noted that the city budget does get approved before the State budget.
- 9. New Business:** Recommendation regarding employee hours - We continued the discussion of the change to the Travel Coordinator's hours (started during the personnel committee meeting). Janice handed out a proposal from Kathy Wachter, the Travel Coordinator. Liz Kassay, HR Manager explained that the Travel Coordinator had at times been working more than the 19 hours budgeted. Liz noted that Kathy had been using "comp time" (time taken after the pay period) and it is illegal for non-exempt employees. There was a discussion of the position and the amount of work it requires. Amanda Berry, Program Director, presented information about the different types of trips the Travel Coordinator organizes for the center. There was a discussion of a change that was proposed for Coach Trips. Kathy Wachter proposed organizing these trips on her own time and thru her personal business. There was some discussion that this may present a conflict of interest for the Center. Janice said she will contact the City Attorney's office regarding this issue.

Shirley made a motion to increase the Travel Coordinator's position to 25 hours but to put a hold on her proposal for Coach Trips to be handled thru her personal business. Doreen seconded the motion. The motion prevailed.

The Chair entertained a motion to adjourn. Doreen made the motion and Shirley seconded. The motion prevailed.

There being no other business before the Board, the meeting adjourned at 7:20 p.m.

Respectfully submitted,

Terry Nolan, Secretary
Milford Council on Aging
Board of Directors