

Milford Council on Aging Meeting Minutes

February 21, 2012

Present: Cynthia DeLuca, Dick Dowin, Joyce Elwell, Vicki Battle, and Mike Petrucelli.

Absent: Lillian Holmes, Phil Caporusso, Judith Toohey, and Terri Amann.

Aldermanic Liaisons: Bryan Anderson and Paula Smith were present

Also present were Janice Jackson and other staff members of the Milford Senior Center. In the absence of a Chairman, the Executive Director opened the meeting at 5:30 p.m. Janice Jackson asked the Board Members, Aldermanic Liaisons and employees to introduce themselves to the new Board member, Vicki Battle and Janice Jackson asked Secretary Joyce Elwell to take the roll call.

The first order of business was the election of officers. Cynthia DeLuca moved to nominate last year's slate of officers. Dick Dowin seconded the motion. A vote was taken and the motion passed unanimously. Janice Jackson thanked all the Board Members and asked Vice Chairman, Cynthia DeLuca to continue with the meeting in the Chairman's absence.

Cynthia DeLuca presided and requested that she stay on as Chairman of the Personnel Committee. Cynthia and Janice advised that they received emails from nominee, Phil Caporusso in which he advised he will accept the position of Chairman of the Finance Committee.

Due to the lack of a quorum for the January, 2012 Board meeting, the December, 2011 Minutes were reviewed this date. There were no additions, deletions, or changes requested. Mike Petrucelli moved to approve the minutes and was seconded by Vicki Battle. A vote was taken and the motion prevailed.

Chairman's Report:

No report was presented in Chairman, Lillian Holmes' absence.

Correspondence:

Janice Jackson shared correspondences from Atria Assisted Living Facility in Stratford announcing a new Executive Director and a new Life Care Coordinator. Janice also shared that she and Marie Vaughn attended the Open House for the FSW of New Haven on East Street in New Haven. Janice Jackson further shared that the Senior Center's Fuel Assistance Fund received a one thousand dollars (\$1,000.00) donation from the New Haven County Marshall's Association.

Treasurer's Report:

Treasurer Mike Petrucelli presented his report and stated that the figures were self explanatory. Mike inquired of Janice as to the number of seniors at the Center and Janice replied that there are approximately three thousand (3,000) members. Janice asked whether there were any questions for the bookkeepers who were both present. Mike Petrucelli inquired as to the payroll adjustment indicated and there was a brief explanation by bookkeeper, Elle Gilbertson. Cynthia DeLuca requested a motion to accept the Treasurer's Report and refer the report to the Finance Committee. Mike Petrucelli so moved seconded by Vicki Battle. A vote was taken and the motion prevailed.

Committees:

Cynthia DeLuca advised that there had been no meeting of the Finance Committee. Cynthia DeLuca, as Chairman of the Personnel Committee reported that there had been no meeting.

Old Business:

There was a brief discussion regarding page 17 in the packet regarding the change in timekeeping numbers over last year. Janice stated that she would check with Jackie Sconzo regarding this issue. Elle Gilbertson explained that there were more questions from the staff when the Center changed from documenting days off to hours off.

Executive Director's Report:

Janice stated that the Model Train Club received a donation of two hundred and fifty (\$250.00) from the Junior Women's Club. Janice also shared a letter from a student intern from Endicott College thanking the staff for being so helpful during his internship. She noted that presently, there are two students from Sacred Heart University volunteering in the Ahrens Program. Janice also advised that The United Way Grant Application was submitted on January 25, 2012. Also discussed was the Senior Center Questionnaire requesting feedback from seniors that was formulated by Mary Steinmetz, Eleanore Turkington, Mr. Shah, Rose Kristie, and Janice Jackson. Janice explained that the cost for the Questionnaire to be posted on the Senior Center website was ninety-nine dollars (\$99.00) and that the replies to the questionnaire would be submitted to Mary Steinmetz.

Cynthia DeLuca commented that she hears from seniors, many of whom are widows and widowers, regarding loneliness on Sundays. The availability of activities at the Center on Sunday afternoons and how to best make that information available to seniors was discussed.

New Business:

Janice Jackson advised that the City's Human Services Department requested replenishment of the Shop-Rite account. She also advised that the Shriners also requested a donation. Discussion was reserved for later in the meeting.

The costs for proposed security cameras installation at the Center were reviewed. An incident where someone may have remained in the building after hours for the purpose of removing food from the food bank, resulting in the police being called, was discussed. Janice Jackson explained how she believed the intrusion was carried out. Three estimates/proposals from various security companies were shared. The need for security cameras and the associated expense was discussed and the matter was tabled until such time as more Board members are present at the March 12, 2012 meeting.

Crime Prevention Coverage for volunteers was discussed. Janice announced that the Center is proposing becoming involved in the "Friendly Visitor" Program to commence in Milford sometime in the future. The program was discussed and a handout for Crime Prevention coverage for volunteers with costs of premium was shared. Cynthia DeLuca requested a motion in favor of coverage and requested explanation from Janice Jackson regarding coverage options. Janice analyzed variations in two proposed plans of coverage and a brief discussion between Vicki Battle, Cynthia DeLuca, and Janice Jackson regarding the fee for coverage for each volunteer followed. Janice advised that if participants sign up with Interfaith Volunteer Caregivers the expense for coverage could be avoided. . Dick Dowin moved to accept the terms of Cimaworld Insurance for volunteers that visit elderly people living in their homes. Mike Petrucelli seconded. A vote was taken and the motion prevailed.

Janice Jackson then discussed the Human Services Department request to replenish the Shop-Rite account and shared the compilation of data from Human Services' tracking of vouchers. Cynthia DeLuca and Janice Jackson discussed whether vouchers indicate their source and Cynthia mentioned she would like it indicated on the voucher that the Milford Food Bank is providing the assistance. Paula Smith, Aldermanic Liaison, commented that there is no additional money approved from the City of Milford for food assistance. Janice Jackson advised that the aim is to benefit more people, some who may not be comfortable or able to come to the Senior Center. Cynthia DeLuca stated that there is forty three thousand dollars (\$43,000.00) in the Food Bank account and it should be made available. Joyce Elwell inquired about the fuel assistance needs this year and there was a brief discussion regarding utilization of resources for that purpose. Vicki Battle moved to replenish the Human Services Account with one thousand dollars (\$1,000.00). Mike Petrucelli seconded her motion, a vote was taken and the motion prevailed.

Janice Jackson advised that the Shriners requested a donation. Elle Gilbertson pointed out that it is less than a year's time since the last donation to them. She also pointed out a six thousand dollar (\$6,000.00) deficit. Concerns regarding setting precedence in making donations were discussed. Elle Gilbertson advised that last year's donation of two hundred dollars (\$200.00) was deemed an advertising expense because of the associated ad.

Discussion ensued regarding the fact that the Center is a non-profit organization and that there may be no authority providing for donations to third parties. Vicki Battle commented that there was in fact an advertisement attached to the current request. After some discussion, however, all agreed no donation will be made this year.

Bookkeeper Mary Allen Heerema's proposal to transfer Vanguard Food Bank funds to the Nationwide Bank account in order to generate more interest income was discussed. Joyce Elwell so moved to transfer funds from Vanguard to Nationwide Bank for the purpose of accruing additional interest. Cynthia DeLuca requested discussion/questions. None heard, Mike Petrucelli seconded the motion, a vote was taken and the motion prevailed.

Cynthia DeLuca requested any further items of business to come before the Board and having heard none, requested a motion to adjourn. Mike Petrucelli so moved and was seconded by Cynthia Deluca. A vote was taken and the motion to adjourn prevailed.

The meeting adjourned at 6:21 p.m.

Respectfully submitted,

Joyce Elwell, Secretary
Milford Council on Aging
Board of Directors