

Milford Council on Aging Meeting Minutes  
Monday March 11, 2019, 5:30 p.m.

Call to order: Meeting was called to order at 5:30 p.m. by Chairperson pro temp Terry Nolan. (Lillian Holmes was delayed).

- 1. Roll Call:** Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Cynthia DeLuca, Judge Beverly Streit-Kefalas, Shirley Serrano, Doreen Fontana, Dick Downin, and Terry Nolan.

BOA Liaisons: Connie Gaynor, Ellen Beatty

Staff: Janice Jackson, Amanda Berry, Geri Dichkewich, Phyllis Leggett, and Jim Convery.

- 2. Agenda:** Terry entertained a motion to approve the agenda. Beverly made the motion and Doreen seconded. The motion prevailed.
- 3. Minutes:** Terry entertained a motion to adopt the February 11<sup>th</sup> meeting minutes with a small correct to spelling on item #10, personnel instead of personal. Beverly made a motion, Phil seconded. The board voted and the motion prevailed.
- 1. Chairmans Report and Correspondence:** Janice Jackson reported correspondence received including:
- Letter from the Milford Health Department regarding the flu vaccines for the center.
  - Letter from Shop Rite regarding a \$1000.00 grant for the center.
  - Email from the Milford Redevelopment and Housing Partnership regarding opening the waiting list for senior and disabled housing.
  - Letter from the DOT regarding Memorandum of Understanding for a new 14 passenger bus and upcoming meetings.
- 4. Treasurers Report:** Doreen gave the report for February. Phil noted that the negative balance was due to the outlay for the flu vaccines and the new vehicle. A motion was made to refer the Treasurer's report to the Finance Committee by Shirley. Dick seconded. The motion prevailed.

## 5. **Committee Reports:**

- a. Finance Committee: no meeting, no report.
- b. Personnel Committee: no meeting, no report.

## 6. **Old Business:** no old business

7. **Executive Directors Report:** Janice Jackson reviewed her written report furnished to the board for February. Terry asked about the donation for the employee that had passed away? Janice said they were checking on the exact address to send the donation.

1. **New Business:** DOT Memorandum of Understanding was reviewed by the board. Beverly made a motion to accept Janice signing the memo, Shirley seconded the motion. The board voted and the motion prevailed.

Phil reported on a discussion he had with Ray Vitale at the United Way of Milford Grant meeting regarding the Center's insurance and possibly being part of the city's rolling stock program for vehicles. There was also some discussion of the Ahrens program and its' budget and whether we would receive the same funds from the United Way. There was some discussion about charging for the Ahrens program. Some felt that this is an important service that the center provides and if funds needed to be raised we could look to other areas such as the recreational programs.

Lillian shared with the board that Janice will be retiring when her contract is up on June 30, 2019. Lillian read Janice's letter to the board and thanked her for her many years of service.

The Chair entertained a motion to enter Executive Session to discuss a personnel issue. Shirley made a motion and Phil seconded. The motion prevailed.

A motion was made to end executive session by Phil and Doreen seconded. The motion prevailed.

There was some discussion of how to proceed with the search for a new Executive Director. It was decided the Personnel Committee would do the initial work of reviewing the job description, writing a job posting and coming up with a list of places to post the job including the CT Association of Senior Center Personnel. The Personnel Committee will meet on March 25th at 4:00 p.m. to discuss the above.

The Chair entertained a motion to adjourn. Terry made the motion, Doreen seconded, the motion prevailed.

There being no other business before the Board, the meeting adjourned at 6:45 P.M.

Respectfully submitted

Terry Nolan, Secretary  
Milford Council on Aging  
Board of Directors