

## **Milford Council on Aging Meeting Minutes**

**Monday March 14, 2016, 5:30 p.m.**

**Call to order:** Meeting was called to order at 5:30pm by Lillian Holmes.

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

**BOA Liaisons:** Bill Bevan    **Absent:** Ellen Beatty

**Staff:** Janice Jackson, Mary Allen Heerema, Elle Gilbertson, Amanda Barry, Geri Dichkewich, Jim Convery

- 2. Agenda:** Lillian entertained a motion to approve the agenda. Mike made the motion and Phil seconded. The motion prevailed.
- 3. Minutes:** Lillian entertained a motion to approve the January 11th meeting minutes with one correction. Doreen made a motion, Shirley seconded. The motion to approve the minutes prevailed.
- 4. Chairman's Report and Correspondence:** Lillian thanked Janice and Cynthia for helping during the last meeting when she was absent. Lillian noted that she received the re-appointment letters from the Mayor.

Janice Jackson reported on correspondence received including:

- Thank you from Bernadette Madare at SCSU for allowing their nursing students to hold a health fair at the Center.
- Thank you and donation in memory of a member.
- Thank you from Teresa & Tara Tarr for the gift card from the food bank.
- Letter from Shop Rite informing the Center that they received a \$1,000 grant for the food bank.
- Letter from Milford Youth and Family Services about upcoming awards ceremony.
- \$100 donation in memory of a member that passed away.

**5. Treasurer's Report:** The Treasurer's Reports for January/February was presented by Phil and Mike. Phil noted that we received income from the flu shot program in February. He also noted that the amount of the United Way grant would be less in the future. A motion was made to refer the Treasurer's reports to the finance committee by Mike. Beverly seconded. The motion prevailed.

**6. Committee Reports:**

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

**7. Old Business:**

- a. Lillian asked if there were any questions about the reports from the missed February meeting. Phil asked about the status of the situation with a member that fell. Lillian noted that an article about the Center was in the new Milford Living magazine. Doreen asked about the situation with the member that wanted a sign language interpreter. Janice noted that they had not heard anything further on that request.
- b. Safety at the Senior Center - Beverly said she would follow up on this item for the next meeting.

**8. Executive Director's Report:** Janice Jackson reviewed her written report furnished to the Board for February. There was some discussion of 2 new positions that need to be hired, a part-time kitchen helper and a per diem driver. Janice noted that Rose Kristie would be reducing her hours thus off-setting some of the cost of the kitchen helper. Phil asked about the burst pipe and Janice said she had been in contact with maintenance and they assured her it was fixed.

**9. New Business:**

- a. Terry asked if the food deliveries had started yet as discussed in the January meeting. Janice said the person at City Line Foods that Wendy Ferraro had been speaking to was no longer there. Elle said she was trying to contact them and get the credit application completed. She is waiting to hear back from City Line.

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

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

Respectfully submitted

Terry Nolan, Secretary  
Milford Council on Aging  
Board of Directors