

Milford Council on Aging Meeting Minutes

Tuesday March 20, 2017, 5:30 p.m.

Call to order: Meeting was called to order at 5:25pm by Lillian Holmes.

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

Absent: Michael Petrucelli, Judge Beverly Streit-Kefalas

BOA Liaisons: absent

Staff: Janice Jackson, Amanda Berry, Mary Allen Heerema, Jim Convery, Liz Kassey, Elle Gilbertson, Kathy Wachter

- 2. Agenda:** Lillian entertained a motion to approve the agenda. Shirley made the motion and Phil seconded. The motion prevailed.

- 3. Minutes:** Lillian entertained a motion to adopt the February 14th meeting minutes. Doreen made a motion, Cynthia seconded. The motion prevailed.

- 4. Chairman's Report and Correspondence:** Lillian had no report.

Janice Jackson reported the following correspondence:

* Letter from Milford and Yale Hospital looking for volunteers.

* Thank you note from SCSU students to Amanda for her help with their health fair.

- 5. Treasurer's Report:** Doreen gave the report for February. Cynthia asked about the balance we keep in the Food Bank account. Regarding the Food Bank, Shirley mentioned that there may be people in a apartment complex in Milford that may not know about the Food Bank services. Janice said that they could distribute brochures to this location. Lillian asked if the staff could take under advisement. A motion was made to refer the Treasurer's reports to the finance committee by Phil. Doreen seconded. The motion prevailed.

- 6. Committee Reports:**

- a. Personnel Committee: no meeting no report.
- b. Finance Committee: Phil reported that the committee met and reviewed the letter the staff put together with different budget scenarios. He review the letter and said the Finance committee approved.
- c. Ad Hoc By Laws Committee: no report

7. Old Business: By-Laws revision - Janice said she had not heard from Beverly and would follow up.

Jim Convery asked if there was any progress in getting a new vehicle for the center. Lillian said people are still trying to get donations from organizations in town. We would discuss at the next meeting.

8. Executive Director's Report: Janice Jackson reviewed her written report furnished to the Board for February. Janice noted that an employee that had been hurt at the center was doing much better. Janice noted that there is an opening for a per diem driver but that they would wait to fill until the Board of Alderman decided on the budget.

9. New Business: Approval of budget scenarios - Phil made a motion to approve the three scenarios provided by the staff. Dick seconded. The motion prevailed.

Discussion of Senior Center Trips - Travel coordinator Kathy Wachter presented a proposal to the board about her position at the center, what work she would be doing during the 25 hours she works at the center and how coach trips would be handled by her LLC out of her home office. She answered questions from the board about her proposal.

The Chair entertained a motion to go into executive session at 6:20pm to discuss Milford's Ethics Guide in regards to the senior center travel office and travel coordinator's work.

The Chair entertained a motion to come out of executive session at 6:43pm having discussed Milford's Ethics Guide and the travel coordinator position. Shirley made the motion, Doreen seconded, the motion prevailed.

Shirley made a motion to accept the travel coordinator's proposal for senior center coach trips. Doreen seconded the motion. The board voted, there was one abstention. 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