

**Milford Council on Aging Meeting Minutes**  
**Monday April 10, 2017, 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, Cynthia DeLuca, Judge Beverly Streit-Kefalas, Shirley Serrano, Richard Dowin, Doreen Fontana, and Terry Nolan.

BOA Liaisons: Bill Bevan and Ellen Beatty.

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

- 2. Agenda:** Lillian entertained a motion to approve the agenda. Shirley made the motion and Doreen seconded. The motion prevailed.
- 3. Minutes:** Lillian entertained a motion to adopt the March 20<sup>th</sup> meeting minutes. Phil made a motion, Shirley seconded. The motion prevailed.
- 4. Chairman's Report and Correspondence:** Lillian had no report. Lillian thanked the staff for a great volunteer ceremony and luncheon.

Janice Jackson reported the following correspondence:

\*Information from CVS about their new Minute Clinic.

- 5. Treasurer's Report:** Doreen gave the report for March. Phil noted that the report said 6 payrolls but the staff meant to say 3. Bill Bevan asked about the amount of payroll expense? Cynthia asked about the payment for flu shots? Janice said it was for the October, 2017 Flu Clinics. 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: No meeting. Phil asked about some variances in the quarterly budget report and asked the staff if they could look into the charges for the HR Paychex Service?
- c. Ad-Hoc By-Laws Committee: See Old Business.

**7. Old Business:**

By-Laws revision - Beverly noted that while reviewing the current By-Laws to make revisions, she wondered what type of entity the council is? It is not clearly defined in the By-Laws. Lillian felt we needed to clarify this before making changes to the By-Laws because that would dictate what needed to be in the By-Laws. There was some discussion on this item. Beverly suggested asking the City Attorney to research any paperwork from when the Council was created. Janice said she would work with the bookkeepers to find the relevant paperwork for Beverly.

New Vehicle - No one has received any information about donations for a new vehicle. Phil said he would ask Devon Rotary about possibly helping with the cost. Jim said it would cost approximately \$13,000.00 to \$18,000.00 for a used van.

**8. Executive Director's Report:** Janice Jackson reviewed her written report furnished to the Board for March. Janice and the board members discussed the response from the Executive Director of the Milford Redevelopment and Housing Partnership regarding the Milford Food Bank brochures planning to be distributed at Foran Towers. Phil noted that the United Way approved \$25,000.00 for the Ahrens Program.

**9. New Business:** None

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

There being no other business before the Board, the meeting adjourned at 6:13 P.M.

Respectfully submitted

Terry Nolan, Secretary  
Milford Council on Aging  
Board of Directors