

Milford Council on Aging Meeting Monday, May 8, 2017, 5:30 p.m.

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

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

Absent: Judge Beverly Streit-Kefalas and Terry Nolan

BOA Liaisons: Bill Bevan and Ellen Beatty.

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

2. **Agenda:** Lillian, entertained a motion to change the Agenda Item 9A (Speaker from Paychex) to Item 2). Shirley made a motion, seconded by Phil. Motion prevailed.

Barbara Santore of Paychex, discussed the Human Resource Essentials Report she passed out. This report spelled out all of the Services that Paychex offers under the policy we have with no extra charge to us. Topics included Management Training, Management Manuals, Online HR Library, Employment Essential Packager, OSHA Standards and Compliance, Employee Safety & Health Management, Training and Workers' Compensation Claims Analysis. The Board was not aware of most of these programs that are included with our Contract with Paychex. After much discussion, Doreen made a motion, seconded by Phil, to have a presentation of all these subjects with employees, and that the Senior Center takes advantage of all of these programs. Motion prevailed. Janice and the HR Manager will coordinate these meetings.

3. **Minutes:** Lillian entertained a motion to adopt the April 20th Minutes. Doreen made the motion, seconded by Phil. The motion prevailed.

4. **Chairman's Report and Correspondence:** a) Senior Center article in Milford Living Magazine was passed around; b) a donation of \$3,000.00 was made by a member's family; c) United Way grant to the Senior Center will be \$25,000.00 this year.

Phil made a motion to renew our CDARS for a six-month period, seconded by Doreen. Motion prevailed.

5. **Treasurer's Report:** Doreen read the report for April. Phil made a motion, seconded by Cynthia to refer the Treasurer's report to the Finance Committee. The motion prevailed.

6. **Committee Reports:**

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

7. **Old Business:**

Ad Hoc By-Laws revision: Lillian asked if there had been a meeting of the Adhoc committee. In the absence of Judge Beverly, Shirley (a member of that Committee) reported there has not yet been a meeting.

Request for a new vehicle: Jim Convery reported there are three cars he has been looking at: a 2011 Toyota Camry with 62,000 miles for \$15,700.00; a 2013 Toyota Camry with 52,000 miles for \$16,40.000; a 2016 Dodge Caravan with 35,000 miles for \$19,700.00. This last car wasn't available for viewing for another couple of days. Jim said he would check it out when it arrived. The car purchased has to have running boards installed. Phil made a motion to allocate \$15,000.00 from the Sound Money Market plus the \$3,000.00 donation just received, and up to \$2,000.00 out of the Operating Expenses for a total of \$20,000.00. Doreen seconded the motion. Motion prevailed.

8. **Executive Director's Report:** Janice Jackson reviewed her written report furnished to the Board for April.

9. **New Business:** Discussion of Michael Solakian, CPA Engagement Letter for 2017. Phil made a motion, seconded by Cindy to accept the Letter of Engagement. Motion prevailed.

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

There being no other business before the Board, the meeting adjourned at 6:30 p.m.

Respectfully submitted,

Shirley A Serrano
Secretary Pro Tem
Milford Council on Aging
Board of Directors.