

Milford Council on Aging Board Meeting Minutes
May 10, 2010

Members present: Terri Amann, Phil Caporusso, Cynthia DeLuca, Dick Dowin, Joyce Elwell, Lillian Holmes, Connie Jagodzinski, and Michael Petrucelli. Also in attendance were Janice Jackson and other staff members of the Milford Senior Center.

Aldermanic Liaisons: Aldermanic liaison Phil Vetro was in attendance. Aldermanic liaison Pam Staneski was absent.

Chairman, Lillian Holmes called the meeting to order at 5:30 p.m.

Lillian Holmes called for a motion for adoption of the April 12, 2010 meeting minutes and requested any additions, deletions or corrections. She acknowledged that corrections of dates needed to be made on the cover letter accompanying the minutes and the corrections were noted. No corrections or additions to the minutes were requested. Mike Petrucelli moved for adoption of the minutes seconded by Phil Caporusso, a vote was taken and the motion prevailed.

Chairman's Report and Correspondence:

Thank you cards from Ginny Navin and Catherine Springsteen were shared. Also shared were commendations to Janice Jackson, Geri Dichkewich, Mary Steinmetz and staff for the wonderful Volunteer Recognition Ceremony. Commendations to Janice and Mary Allen for their presentation at the City Budget Hearing were also discussed. Lillian Holmes noted that Janice Jackson's contract is up for renewal and referred the review of the contract and renewal to the Personnel Committee.

Janice Jackson shared a picture of Mary Steinmetz accepting a United Way award for Geri Dichkewich and additionally a picture of the wedding of Wendy Walkley and Al Ferraro that had taken place at the Senior Center. She noted the dedication of the Miriam S. Stein Community Center at Alberta Jagoe Commons, Senior Housing. Janice also shared information on the self defense course proposed to be offered at the Senior Center.

Treasurer's Report:

Mike Petrucelli presented his report. Mike noted payment for the flu vaccine and the expenditure for repairs to the lift on the Center's 2004 bus.

Chairman, Lillian Holmes asked if there were any questions pertaining to the Treasurer's Report. Connie Jagodzinski inquired regarding a line item on page 7 and there was a brief discussion. Lillian inquired regarding the status of food bank access, as had been discussed at the previous meeting. There was a general discussion regarding the food bank and access. Janice Jackson discussed speaking with Lisa Diamond Graham at the Human Services Department and noted that staff may not know there is a checking account available in addition to boxed goods. She also noted that the Human Services Department asked that there be no communications to the public fearing inundations with requests that cannot be met. Cynthia DeLuca discussed the usefulness of vouchers and stated she would like to see "not good for cigarettes and alcohol" written on the vouchers. Lillian Holmes discussed statistics pertinent to the food bank. Lillian called for a Motion for the treasurer's report to be referred to the Finance Committee. Mike Petrucelli so moved seconded by Phil Caporusso. A vote was taken and the motion passed unanimously.

Committee Reports:

Personnel Committee: Chairman Cynthia DeLuca reported there had been no meeting of the Personnel Committee.

Finance Committee: Chairman Shirley Serrano also reported there had been no meeting of the Finance Committee.

Old Business:

Joyce Elwell presented a proposed amendment to the by-laws whereby the inclusion of the description of the audit committee is included as Article VIII Section 3 (C). Lillian Homes asked for any comment or recommendations and having heard none requested a motion to adopt the amendment. Mike Petrucelli so moved. Joyce Elwell seconded. Vote. A vote was taken and the motion prevailed. Lillian stated that having adopted an audit committee the council is now in compliance with the recommendations of the accountant/auditor. Joyce Elwell, Shirley Serrano and Phil Caporusso volunteered to serve on the audit committee.

Executive Director's Report:

Janice noted that she received a copy of the accountant, Michael Solakian's, engagement letter. She requested the board's review and opinion and noted an increase of \$500.00 in his proposed fee. There was a brief group discussion pertinent to the stated fee increase as of the accountant's second year. All noted that Mr. Solakian's fee had been the lowest of all proposals. Cynthia DeLuca noted that clarification of what would cause a price increase is needed. Chairman Lillian Holmes entertained a motion for engagement of Michael Solakian for fiscal year July 1, 2009 to June 30, 2010. Shirley Serrano so moved. Mike Petrucelli seconded.

Janice asked that the board consider tabling the matter until next month so as to allow time to obtain clarification as to the reasons increases may occur. Phil Caporusso discussed the language of the engagement letter. Janice stated she will ask for clarification from the accountant regarding the terms of his engagement letter.

Janice mentioned that there is a group of employees working on the 40th Anniversary party and shared the Lasses' Caterers menu and the proposed invoice. She stated the price included paper goods and supplies. She noted that two hundred and twenty (220) people have signed up to attend. Shirley Serrano inquired as to whether punch will be served and there was brief discussion. Janice discussed the food service schedule, the entertainment and the fact that there will be dancing allowed. She noted that Barbara Lambert will bring a proclamation and that the Mayor will be in attendance. Cynthia DeLuca and Phil Caporusso inquired as to the schedule of the celebration and the process of the event.

Janice shared a brochure of the Center activities and generally discussed attendance for an evening Zumba class. Program director, Mary Steinmetz, offered information on the schedule of classes. Phil Caporusso inquired as to the Zumba classes and their popularity. Mary Steinmetz discussed the history of certain classes and the lack of success classes scheduled in the evening hours in the past. She noted it might be time to try evening classes again as a way to draw more members. Lillian asked whether the intent was to attract 55 and older individuals who are not currently members and if so, she noted that the Center would have to be open to non-members per the recent changes in the by-laws.

Phil Caporusso discussed charging certain fees for non-members and noted the need for trial and error of the changes. Cynthia DeLuca noted the charges for classes offered are less than elsewhere and that classes should appeal to young seniors. Zumba was discussed as a very popular form of exercise. Joyce Elwell suggested that Hoola Hooping should be considered by the Program Department.

Lillian asked for any other business to come before the board. Shirley Serrano asked that the Board be prepared to consider whether to meet in July or August as during the last year a recess had been taken by the Board during those months. Having heard no other business to come before the Board, Mike Petrucelli moved to adjourn. Dick Dowin seconded. A vote was taken and the motion to adjourn prevailed.

The meeting adjourned at 6:25 p.m.

Respectfully submitted,

Joyce Elwell
Secretary, Milford Council on Aging