

## Milford Council on Aging Minutes of Board Meeting

---

DRAFT May 12, 2014

### **1. Roll Call**

Present: Philip A. Caporusso, DMD; Cynthia DeLuca; Doreen Fontana; Lillian Holmes; Terry Nolan; Michael J. Petrucelli; Shirley Serrano; and Hon. Beverly K. Streit-Kefalas

Absent: Dick Dowin

Aldermanic Liaisons present: Dora Kubek (D) (late); Absent: Daniel German (R)

Staff present: Janice Jackson, Exe. Dir.; Sharon Szturma, HR Manager; Jim Convery; Geri Dichkewich; Amanda Berry

### **2. Approval of Agenda:**

Motion by P. Caporusso was made to add to Old Business: "Proposed Bylaws Change regarding number of non-resident members". Motion was seconded by S. Serrano. Following vote, the motion prevailed.

### **3. Approval of Minutes of March 10, 2014 Meeting:**

Motion by S. Serrano; second by P. Caporusso with the following changes or amendments:

Additions: To Staff Present: Janice Jackson.

Changes: Correction under Item 7. Executive Director's Report to change non-resident fee from \$35.00 to \$20.00.

A vote was called by the Chair and the motion prevailed.

### **Approval of Minutes of April 14, 2014 Meeting:**

Motion was made by P. Caporusso, seconded by C. DeLuca to accept the minutes of the April 14, 2014 meeting. Following a vote, the motion prevailed.

### **4. Chairman's Report and Correspondence:**

Corrected and proposed minutes are requested by the City Clerk's office five days before a meeting.

Correspondence presented by J. Jackson:

- Letter from State Rep. Kim Rose – 118<sup>th</sup> inviting J. Jackson and Center members to visit the State Capital which visit has been scheduled for July 9, 2014.
- Letter from Fairfield Branch Member Services Coordinator of the CT Food Bank regarding his onsite inspection report that "asll is well"
- A \$250.00 memorial donation was made with a nice letter in memory of the donor's mother who attended the Ahrens Program
- Letter from Lisa Streit- Director of City Office of Employment and Training offering youth volunteers from July 8<sup>th</sup> to August 15. They will be used by the Center in the Food Bank and with Transportation
- Thank you letter from the Club President of the Alberta Jagoe Court for the installation of officers brunch

## Milford Council on Aging Minutes of Board Meeting

---

DRAFT May 12, 2014

- Email from our Administrative Assistant's daughter who is a teacher at Orchard Hills School regarding the comfort blankets that Seniors are making for the junior class at Jonathan Law High School

### **5. Treasurer's Report:**

The staff-prepared report as of April 30, 2014 was presented by M. Petrucelli and P. Caporusso which set forth:

- Operating checking account balance of \$71,955.58; Operating Vanguard Corporate Fund of \$3,825.56; Milford Bank Money Market Fund of \$81,648.91; and Nationwide Money Market Account of \$98,064.80
- Food Bank balances in checking account is \$7,101.94 and in Money Market Account is \$27,017.08
- Payroll liability for month of April is approximately \$16,000.00

There was discussion and suggestion by P. Caporusso to eliminate a number of repetitive line items in the Quickbooks reports and a correction to the line entitled "Gross Profit" which adjustments to the reports will be made by the Staff.

A motion was made by S. Serrano to refer the Treasurer's Report to the Finance Committee with deletion of all duplicate lines and to rename the line item "Gross Profit". The motion was seconded by C. Deluca and the motion prevailed after vote.

### **6. Committee Reports**

- a. **Personnel Committee** – Report will be presented in Executive Session.
- b. **Finance Committee** – No report

### **7. Old Business: Proposed Change in Bylaws regarding number of non-resident members**

Chair L. Holmes recommends formation of an Ad Hoc Committee to Review the Bylaws, Membership Manual and Membership Bylaws. She thereafter appointed S. Serrano, T. Nolan, P. Caporusso and B. Streit-Kefalas to serve on said committee. Its first report is to be made at the September meeting.

### **8. Executive Director's Report:**

J. Jackson presented a written detailed report of her activities as Executive Director which included:

- The Community Development Block Grant hearing is May 22, 2014
- The trip to Hartford to the State Capital is set for July 9, 2014
- A meeting was held with the director of the Milford Fine Arts Council to offer programs to older adults
- The Board of Aldermen budget hearing was held April 17<sup>th</sup>
- Al Salamanca, Food Bank Manager, has submitted his resignation effective May 30, 2014

**Milford Council on Aging Minutes of Board Meeting**

---

DRAFT May 12, 2014

**9. New Business:**

**a. Results of Questionnaires to center members**

J. Jackson reported that 567 responses were received with 439 stating that membership dues should be increased (77% of the responses) and 128 stating that there should be a fee for classes (23%).

Comment from the public was accepted by the Chair: Ralph Bonczewski stated that both increases are needed to “keep the place going”. Mickey Plunkett commented that if the teacher is a volunteer then there should be no charge to members to attend the class.

Chair L. Holmes thanked the members of the public who attended and stated that their comments will be taken under advisement.

Discussion by the board followed regarding the suggested fee changes with direction by the Chair for the take to take all the discussion under advisement including a review of class fees.

**b. Response to Community Tragedy**

Chair L. Holmes invited the Board to think about what the Center could do in the fall with the opening of the school year as a Center response to the Jonathan Law tragedy.

**10. Executive Session: Discussion of a member**

Motion by S. Serrano was made to enter into executive session to discuss a member which motion was seconded by C. DeLuca. Following a call for a vote, the motion prevailed. The Board entered Executive Session at 6:48 PM.

Thereafter P. Caporusso moved to exit executive session which was seconded by T. Nolan. Following vote, the motion prevailed and executive session ended at 7:05 PM.

Meeting adjourned at 7:06 P.M.

Respectfully submitted,

Hon. Beverly K. Streit-Kefalas  
Secretary to the Board