

Milford Council on Aging Meeting Minutes
Monday June 8, 2015, 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, Michael Petrucelli, Doreen Fontana, Richard Dowin, Terry Nolan, Judge Beverly Streit-Kefalas, Shirley Serrano.

BOA Liaisons: Dora Kubek

Absent: Dan German

Staff: Janice Jackson, Mary Allen Heerema, Elle Gilbertson, Amanda Barry, Geri Dichkewich, Sharon Szturma.

- 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 approve the May 11th meeting minutes. Phil made a motion, Mike seconded. The motion to approve the minutes prevailed.
- 4. Chairman's Report and Correspondence:** Janice Jackson reported on correspondence received including:
- Thank you letter from a volunteer about the Volunteer Awards Ceremony.
 - Statement from United Way in regards to sponsoring their Golf Tournament.
 - Donation from Judge Beverly Streit-Kefalas to the Senior Center.
 - Letter from the Motion Picture Licensing Corporation in regards to showing movies at the Senior Center. There was some discussion about the letter and license fee. The staff will see what other organizations in town do, specifically the library.
- 5. Treasurer's Report:** The Treasurer's Reports for May was presented by Mike Petrucelli and Phil Caporusso. It was noted that the Board of Alderman approved the Senior Center's budget and increase for next year. Beverly thanked our Board of Alderman liaison Dora Kubek. Cynthia made a motion to accept the Treasurer's report and Phil seconded the motion. The report was referred to the Finance Committee following the prevailing motion.
- 6. Committee Reports:**
- a. **Personnel Committee:** Cynthia reported that the personnel committee met to discuss the proposed adjustments to salary grades prepared by Paychex. The committee recommended accepting those changes.
 - b. **Finance Committee:** Phil thanked the staff for the reports they prepared in regards to the salary grade adjustments.

The finance committee reviewed the impact of the changes on the overall budget. The finance committee approved the salary grade changes for 7/1/2015-12/31/2015. The committee recommended reviewing the impact of the changing minimum wage on the center's salary grades at a meeting in the Fall.

7. Old Business:

- a. 2009 Donated Server - Janice handed out a revised proposal from The Business Network Group with more detail on the work they would be doing on the server. There was some discussion of the revised proposal. Shirley made a motion to accept the revised proposal. Doreen seconded the motion. The board voted and the motion prevailed with one abstention, Phil Caporusso.

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

9. New Business:

- a. Salary Grade Adjustments - Phil made a motion to accept the salary grade adjustments thru December 31, 2015, to be revised in the Fall of 2015 to reflect the minimum wage increase in January 2016. Shirley seconded the motion. The motion prevailed.
- b. United Way Contribution - Cynthia made a motion to contribute \$55 to the United Way for their fundraiser (golf tournament). Doreen seconded the motion. There was some discussion about the contribution. The board voted and the motion prevailed.
- c. Michael Solakian Engagement Letter - The board reviewed the engagement letter for the yearly audit. Phil made a motion to accept the engagement letter. Shirley seconded the motion. The motion prevailed.

The Chair thanked the staff for all their hard worked as we go into summer break.

10. Executive Session: Chair Lillian Holmes entertained a motion to go into Executive Session at 6:20pm to discuss personnel issues. Chair Lillian Holmes had to leave at 7:20pm and asked Cynthia DeLuca to be acting chair.

The acting Chair Cynthia DeLuca entertained a motion to end the Executive Session at 7:31pm having discussed personnel issues and voting on one personnel issue. Discussion also included the previously discussed salary grade adjustments. Phil made the motion, Shirley seconded. The motion prevailed.

Beverly made a motion to amend the previous motion about the salary grade adjustments to have employees of the Senior Center notified that steps have been adjusted with the new salary grades and this will allow for further growth within a salary grade. Phil seconded this motion. The board voted and the motion prevailed.

There being no other business before the Board, the meeting adjourned at 7:36 P.M.

Respectfully submitted

Terry Nolan, Secretary
Milford Council on Aging
Board of Directors