

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

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June 9, 2014

### **1. Roll Call**

Present: Philip A. Caporusso, DMD; Cynthia DeLuca; Dick Dowin; Doreen Fontana; Lillian Holmes, Chair; Terri Nolan; Michael J. Petrucelli; and Hon. Beverly K. Streit-Kefalas

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

Staff Present: Amanda Berry; Geri Dichkewich; Elle Gilbertson; Janice Jackson, Executive Director; Mary Allen Heerema; and Sharon Szturma.

### **2. Approval of Agenda:** The Agenda was amended to add a new Item 3 "Statement by Michael Voytek and numbers 3-10 on the proposed agenda were re-numbered to 4-11.

### **3. Statement by Michael Voytek**

Michael Voytek, former art instructor, was given permission to present a statement to the Board in which he expressed his opinion that he was wrongfully terminated as art instructor. He stated that he should have been given a reason as to why he was terminated. He asked the Board if his "side has been told accurately and [to] reconsider my termination".

### **4. Approval of Minutes of May 12, 2014 Meeting:**

Motion by C. DeLuca; second by: M. Petrucelli to approve the minutes of the May 12, 2014 meeting. Typographical errors in the minutes were corrected. With no other changes or amendments, following vote of those present, motion to approve the minutes prevailed.

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

The Chair presented a letter from Beverly Streit-Kefalas submitting her resignation as secretary of the board. Motion to accept resignation as secretary was made by T. Nolan and seconded by P. Caporusso. Following proper vote, the motion prevailed.

Thereafter C. DeLuca moved that T. Nolan be accepted as the new recording secretary which motion was accepted by D. Fontana. All were in favor and the motion prevailed. T. Nolan accepted the position.

Correspondence was then presented:

- Thank you card from the Open Door Social Club of Bridges for the piano
- Thank you from Allyssa Williams – for the Senior Wellness Day.
- Letter from the United Way of Milford asking for volunteers to join sales force in making telephone calls as "leaders on loan".
- Letter from TEAM – Thanking the Center for support for the 2013-2014 VIT Program. They reported 177 refunds were processed.

The Board was also reminded that there are generally no meetings in July and August except as may be necessitated.

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

The Treasurer's Report was presented by M. Petrucelli and P. Caporusso as more particularly detailed in the written Financial Reports presented at the meeting. Most of the major expenses for the fiscal year have been paid. P. Caporusso reported savings due to a decrease in workers compensation insurance and in payroll due to the change in staffing for the Food Bank to a part-time manager. The projection for year end is that there will be a \$13,000.00 shortfall which is better than had been previously projected.

Motion to Refer the Treasurer's Report to the Finance Committee was made by M. Petrucelli and seconded by C. DeLuca. Following proper vote, all were in favor and the motion prevailed.

### **7. Committee Reports**

- a. Personnel Committee –No Report
- b. Finance Committee – No Report

### **8. Old Business:**

- a. COA Response to Jonathan Law H.S. Tragedy. Our Chair requested ideas for a tangible way for us to respond to this tragedy. Various ideas were presented and the consensus of the Board was to continue the discussion in the future with a commitment to developing a response for the assistance of the students in the next school year.

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b. By-Laws. Discussion was deferred. J. Jackson has emailed the by-laws to all members. T. Nolan will chair the Ad Hoc Committee.

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

Highlights from J. Jackson's written report for May 2014:

- Al Salamanca was presented with a plaque in honor of his 17 years of service at his Retirement Party.
- Following an application and interview process, Sharon Brown has been hired as his replacement as the Food Bank manager.
- Jim Convery (Transportation Supervisor) and J. Jackson attended the Community Development Block Grant (CDBG) hearing on 5/22/2014 and our budget request of \$10,225.00 was approved.
- The Board of Aldermen has approved the Board of Finance's recommendation for the City Grant to the Center for FYE 2015. The approved grant is \$1,320,000.00.
- Our Workers Compensation Insurance has been reduced to \$52,500.00 for the next fiscal year which reflects a savings of \$26,020.00. Also, as our new Food Bank manager will be part-time, we will save \$37,466.00. With the increase in membership dues to \$15.00 starting July 1<sup>st</sup>, the projected savings will be a total of \$74,486.00. The bookkeepers have also calculated that the wage increase for staff for the next fiscal year will be an increase of \$16,120.00.
- Michael Solakian has presented his engagement letter to conduct the annual audit with a proposed fee of \$7,000.00. Last year's fee was \$6,750.00. P. Caporusso reported that Cohen & Kaufman will be conducting the audit of United Way of Milford. P. Caporusso moved to obtain a bid for audit services from Cohen & Kaufman before we sign an engagement letter with Michael Solakian. Motion was seconded by B. Streit-Kefalas. After discussion, the motion was amended by motion of C. DeLuca to obtain bids from two (2) other CPA firms which motion was seconded by P. Caporusso. Following vote on the motion to amend, the motion prevailed. Following a vote on the motion as amended to obtain bids from two CPAs, the motion prevailed. J. Jackson will notify M. Solakian.

### **10. New Business:**

At 6:26 PM, P. Caporusso moved to go into Executive Session for the purpose of discussing a letter regarding the former art instructor and to allow the following staff to be present in Executive Session: J. Jackson, A. Berry, G. Dichkewich and S. Szturma. Said motion was seconded by D. Fontana and all were in favor of the motion.

Motion to end executive session was made by P. Caporusso as seconded by C. DeLuca. Following a unanimous vote, the Board came out of executive session at 7:12 P.M.

Meeting adjourned at 7:13P.M.

Respectfully submitted,

*Beverly K. Streit-Kefalas*

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