

**Milford Council on Aging**  
**Meeting Minutes**  
**June 10, 2013**

**Present:** Terri Amann, Vicki Battle, Cynthia DeLuca, Dick Dowin,  
Lillian Holmes, Mike Petrucelli, Shirley Serrano, and Judge Beverly Streit-Kefalas.

**Absent:** Phil Caporusso

**Aldermanic Liasons:** Bryan Anderson,

**Absent:** Paula Smith

Also present were Janice M. Jackson and other Senior Center staff.

The Chairman requested an additional item be added to the agenda regarding the summer meeting dates. By consent the addition to the agenda was approved. The Chairman entertained a motion to approve the adoption of the Agenda. The motion was made by Beverly Streit-Kefalas and seconded by Shirley Serrano. The motion prevailed. The Chairman entertained a motion for the adoption of the minutes. The motion was made by Beverly Streit-Kefalas and seconded by Shirley Serrano. The motion prevailed.

The Chairman thanked the staff and all those who participated in the preparations for the lovely Volunteer Awards Luncheon on May 15th. Lillian's sentiments were echoed by the entire board members.

### **Chairmans Report and Correspondence:**

Janice read a thank you letter from a volunteer Kathleen Springsteen. The center received a \$500.00 donation for the Meals- on -Wheels program from the Milford Harbor Duck race.

The Connecticut Food Bank inspection report for the Milford Food Bank was received and all is well with the Food Bank. The latest issue of the New Haven Living magazine reported that Milford was ranked the number one City for Seniors in New Haven County.

### **Treasurers Report:**

Michael Petrucelli read the Treasurer's Report. There were five payrolls in May. Cynthia DeLuca questioned a \$300.00 discrepancy on Line Item 3025. It was explained by the Program Director that the \$300.00 difference is held in Reserves. Judge Beverly Streit-Kefalas suggested that the accumulated Reserve be kept and reported as such and to be set as a separate line item. The Board discussed the deficit in the Operating Account. Due to the absence of the Finance Chairman, Phil Caporusso, the Chairman read the following recommendations from Phil.

1. It was proposed that a \$60,000 transfer be made from the savings account into the operating account.
2. A wage freeze be put into place requiring all salaries of the staff be frozen for the fiscal year July 1, 2013 through June 30, 2014.
3. The Senior Center undertake a bi-weekly payroll system.
4. Recommendations from a job safety expert be put into place due to accidents/incidents.

Judge Beverly Strait-Kefalas stated that any changes in the pay cycle be sent to the Department of Labor before the staff is notified. The Chairman recommended that the amendment be made to the start dates for that change. It was also explained how a bi-weekly payroll system would provide substantial savings of \$4,500.00 for the Center.

The Chair motioned that the recommendations be accepted. The motion was made by Shirley Serrano and seconded Dick Dowin. The motion prevailed.

**New Business:**

The Personnel Committee met and it was recommended that Janice M. Jackson remain as Executive Director of the Milford Senior Center and that her contract to be renewed. The motion was made by Cynthia that the contract be renewed for 3 years from July 1, 2013 to June 30, 2016. It was seconded by Mike Petrucelli. After hearing no further questions or comments the motion prevailed.

**Finance Committee:** No meeting

**Executive Directors report:**

The Board discussed the following topics: The success of the Volunteers Awards Luncheon. The Food Bank managers medical leave of absence. The Meals -on -Wheels Coordinator's return from medical leave on June 10, 2013. The retirement letter from Charity Cantrell, Kitchen Helper. The Centers' cost saving methods to improve the deficit which includes some reduction of staff hours. It was questioned if Charity's retirement had anything to do with the staff reduction of hours? The answer was no.

The Board discussed the non-discrimination policy for the United Way of Milford. Beverly motioned for the adoption of the non-discrimination policy for the United Way of Milford. The motion was seconded by Shirley Serrano. The motion prevailed.

Mary Steinmetz, Program Director for the Milford Senior Center announced her resignation which would be effective November 1, 2013.

The Board discussed the summer hours and recommended that no board meetings be held for July and August of 2013 as in previous years.

Cynthia asked if the summer hours could be made permanent? And the Chairman reminded the board that the by-laws state that the board meetings are to be held monthly and that any changes to that effect would require a change in the by-laws. A motion to accept summer hours as discussed was made by Shirley Serrano and seconded by Mike Petrucelli. The motion prevailed.

With no further questions or comments the meeting was adjourned at 6:00 p.m.

Respectfully submitted by,

Vicki Battle, Secretary  
Milford Council on Aging