

**Milford Council on Aging Meeting Minutes**  
**Monday June 10, 2019, 5:30 p.m.**

Call to order: Meeting was called to order at 5:30pm by Chairman, Lillian Holmes.

1. **Roll Call:** Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Cynthia DeLuca, Gloria Lanna, Shirley Serrano, Doreen Fontana, Dick Dowin, and Terry Nolan.

Absent: Judge Beverly Streit-Kefalas

BOA Liaisons: Connie Gaynor

Staff: Janice Jackson, Amanda Berry, Geri Dichkewich, Phyllis Leggett, Jim Convery, Doreen Farrell (new bookkeeper), transportation driver Art Crocker.

Also present: members of the ceramics class, Instructor, Judith Green, Kim Mannion, Geri Mazzetti.

2. **Agenda:** Lillian entertained a motion to approve the agenda with one change moving item #9 to #3. Shirley made the motion and Phil seconded. The motion prevailed.
3. **New Business:** Ceramics Class - Lillian informed the board that she had received a letter from members of the ceramics class about recent changes to the class. She asked their representative Kim to present what the class members would like to request. Kim stated that the members would like the class hours to be changed to 9:30-12:00 noon as it was in the past. She stated their reasons for wanting more time.

Currently the class is 10:00 a.m.-11:30 a.m. as these are the published hours for the class and what is in the instructor's contract. Lillian stated that the class is in a period of adjustment.

Lillian said the board would like to recommend the class stay at the published hours. The program director will monitor the class and determine if additional hours are needed seasonally.

4. **Minutes:** Lillian entertained a motion to adopt the May 13th meeting minutes. Gloria made a motion, Doreen seconded. The board voted and the motion prevailed.
5. **Chairman's Report and Correspondence:**

Janice Jackson reported correspondence received including:

-Letter from the United Way about the Leaders on Loan program.

6. **Treasurers Report:** Doreen gave the report for May. Doreen reported on the current deposit rates for our CD accounts. Phyllis recommended 26 or 13 weeks due to the current rates. Phil made a motion to renew the CDs at the 13 week rate at this time. Shirley seconded the motion and the motion prevailed. A motion was made to refer the Treasurer's report to the finance committee by Doreen. Terry seconded. The motion prevailed.

7. **Committee Reports:**

a. Finance Committee: no meeting, no report.

b. Personnel Committee: Cynthia gave the status of the search for the new Executive Director. The committee is still interviewing candidates. Janice shared some information she had received from the director at the Shelton senior center.

Lillian mentioned that Janice's contract expires on June 30th. Phil made a motion to extend her contract on a monthly basis until a new Executive Director is found and thru a transition period to be determined. The contract would be extended at her current salary. Gloria seconded the motion and the motion prevailed.

8. **Old Business:** New Radios for vehicles - Jim Convery, Transportation Supervisor reported that he did get another quote for new radios from Com-tronics that was lower than the previous quote. He also mentioned that the salesperson from Com-tronics mentioned that our FCC license was expired. There was some discussion about the radios. It was decided to not purchase anything new at this time. Also, Jim will look into the FCC license.

9. **Executive Directors Report:** Janice Jackson reviewed her written report furnished to the Board for May. Lillian asked the board to honor Janice for her tenure and work at the center.

10. **Executive Session:** The Chair entertained a motion to go into executive session at 6:28 p.m. to discuss a personnel matter.

The Chair entertained a motion to come out of executive session at 6:48 p.m. having discussed the personnel issue. Shirley made the motion, Phil seconded, the motion prevailed.

The Chair entertained a motion to adjourn. Phil made the motion, Doreen seconded, the motion prevailed.

There being no other business before the Board, the meeting adjourned at 6:50 p.m..

Respectfully submitted,

Terry Nolan, Secretary  
Milford Council on Aging  
Board of Directors