

Milford Council on Aging Meeting Minutes  
Monday June 13, 2016, 5:30 p.m.

Call to order: Meeting was called to order at 5:40pm by Lillian Holmes.

- 1. Roll Call:** Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Michael Petrucelli, Cynthia DeLuca, Judge Beverly Streit-Kefalas, Terry Nolan, Shirley Serrano, Doreen Fontana, Richard Dowin

BOA Liaisons: Bill Bevan, Ellen Beatty

Staff: Janice Jackson, Elle Gilbertson, Amanda Berry, and Jim Convery

Guest: Jorge Santiago, Milford Bank

- 2. Agenda:** Lillian entertained a motion to approve the agenda with the addition of Executive Session to discuss the Executive Director's contract. Beverly made the motion and Phil seconded. The motion prevailed.
- 3. New Business:** Presentation by Jorge Santiago from Milford Bank. Jorge presented a proposal with recommendations for the funds we wanted to move from the Vanguard account. He also outlined other services Milford Bank could offer such as offering members banking packages and educational presentations.
- 4. Minutes:** Lillian entertained a motion to approve the May 9th meeting minutes. Beverly made a motion, Phil seconded. The motion prevailed.
- 5. Chairman's Report and Correspondence:** Lillian mentioned the board does not have meetings in July and August.

Janice Jackson reported on correspondence received including:

- A picture from Milford Mirror of the new Meals on Wheels van and a picture of the VITA program.
- A proclamation from the Mayor for the Center art show
- A thank you from Christie Roach from Human Services to Janice for helping to judge the youth awards.
- A letter from United Way requesting a donation for their golf tournament.
- A letter from Gary Johnson asking for volunteers to call businesses about donations.

- 6. Treasurer's Report:** The Treasurer's Report for May was presented by Phil. Phil noted the transfer of funds from the Vanguard account to Milford Bank. There was discussion of the increase in the food cost since the Center started using City Line. It was decided to watch the cost over the summer months. The staff will provide the board with the treasurer's reports even though we are not meeting. A motion was made to refer the Treasurer's reports to the finance committee by Mike. Doreen seconded. The motion prevailed.

**7. Committee Reports:**

- a. Personnel Committee: The Personnel Committee met June 13 but no report at this time.
- b. Finance Committee: The Finance Committee met June 13. Phil reported that what they had estimated for the usual step increases for payroll was not correct. They had estimated \$13,000 and it would most likely be \$18,000. Phil suggested that next year we ask Paychex to do a mock increase so that we have a more accurate number for budget planning.

**8. Old Business:** no old business

**9. Executive Director's Report:** Janice Jackson reviewed her written report furnished to the Board for May. Janice spoke about a member who was seen panhandling. Center staff spoke to this member about programs that could help.

Lillian asked Janice about the security presentation we had last meeting and whether or not they had scheduled a meeting with Officer Dempsey. Janice said they hoped to schedule a meeting during the summer.

**10. New Business:**

- a. United Way Contribution - The chair entertained a motion to make a donation of \$60 to the 2016 United Way Golf Tournament. Beverly made the motion, Phil seconded and the motion prevailed.

**11. Executive Session:** Chair Lillian Holmes entertained a motion to go into Executive Session to discuss the Executive Director's contract and asked that Janice be on call.

The Chair entertained a motion to end the Executive Session having discussed the Executive Director's contract and salary. Shirley made the motion, Doreen seconded. The motion prevailed.

Lillian explained the changes for the Executive Director's contract; the second item in the contract was changed to correct the salary amount and to add language about an annual review.

Lillian expressed the board's appreciation to Janice for the job she has done in the last few years. Beverly also expressed her appreciation to Janice for her commitment to the center and it's members.

The Chair entertained a motion to adjourn. Dick made the motion and Phil seconded. The motion prevailed.

There being no other business before the Board, the meeting adjourned at 7:03 P.M.

Respectfully submitted

Terry Nolan, Secretary  
Milford Council on Aging  
Board of Directors