

Milford Council on Aging Meeting Minutes

Monday September 8, 2014, 5:30 p.m.

Call to order: Meeting was called to order at 5:30 p.m. by Chair Lillian Holmes.

1. Roll Call: Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Cynthia DeLuca, Michael Petrucelli, Shirley Serrano, Doreen Fontana, Richard Dowin, Terry Nolan. Absent: Judge Beverly Streit-Kefalas
Board of Alderman Liaisons: Dora Kubek and Dan German
Staff: Janice M. Jackson, Elle Gilbertson; Mary Allen Heerema; Amanda Berry, Jim Convery, Sharon Szturma
2. Approval of Agenda: Chair entertained motion to adopt agenda. Motion approved.
3. Minutes: The chair noted that Janice Jackson attempted to obtain the minutes through email for the June 9th meeting but was unable to.
4. Chairman's Report and Correspondence: The chair thanked the Senior Center staff for their communication with the council over the summer. The following correspondence was reported by Janice Jackson:
 - Thank you from a mother and daughter for assistance they received from the Food Bank.
 - Letter from the CT Office of the Victim Advocate for the elderly.
 - Letter from Sacred Heart University thanking Janice for supervising a social work student intern.
 - Received information about a mini grant program from the Agency on Aging of South Central CT.
 - Letter from United Way of Milford asking for a donation for their Annual Golf Classic.
 - Received information about the Annual United Way of Milford campaign.
5. Treasurer's Report: Reports for June, July and August were presented by Michael Petrucelli and Phil Caporusso as prepared by Center bookkeepers.

Phil Caporusso asked about the monthly cost of the water units and if we were renting them? Elle Gilbertson said they would look into whether the Center could purchase the units.

The reports were referred to the Finance Committee following the prevailing motions.
6. Committee Reports:
 - a. Personnel Committee: No meeting and no report.
 - b. Finance Committee: No meeting and no report.
7. Old Business: The Chair asked if anyone had ideas for doing something in response to the community tragedy at Jonathan Law High School on April 25th. There was discussion of ideas. The chair suggested putting this item back on the October agenda. Shirley Serrano said she would contact someone at Jonathan Law to see if they had recommendations.
8. Executive Director's Report: Janice Jackson reviewed her written report furnished to the Board. Phil Caporusso asked about some of the statistics in the Senior Center's annual report to the

Mayor. Specifically attendance which was down significantly from 2012-2013 to 2013-2014. Janice Jackson explained that this was in part to the disbanding of bowling leagues due to changes at the bowling lanes. Amanda Berry also said some of the differences was due to inclement weather. Phil suggested that in the future, a notation should be made on the report as to the causes of the decrease.

There was some discussion of the driver who slipped in front of the center. Phil asked if the center videos showed what happened and if there was the possibility of a claim against the center. Sharon Szturma, HR Manager said they did not know whether there would be a claim or not at this time.

9. New Business:

- a. Bid from Auditors - Janice Jackson reviewed the bids the Center received for their yearly audit. One of the bookkeepers suggested that we ask Michael Solakian, CPA to match the bid of \$6,200.00 from Cohen and Kaufman. Michael agreed to complete the 2013-2014 audit for \$6,200.00. Phil Caporusso suggested that we consider not using the same auditor each year. Phil moved to engage Michael Solakian, CPA. Cynthia seconded the motion. The motion prevailed.
- b. Avaya Merlin Phone System - Janice reported that she received an upgrade recommendation from Derek Abraham about the Center's phone system. The current phone system is 10 years old. There was a discussion regarding the phone system and the upgrade estimate of approximately \$64,000.00. Phil Caporusso made a motion to wait on an upgrade to the phone system until the need arises. Doreen Fontana seconded the motion. The motion prevailed.
- c. Club Transportation - Janice said there has been a request from one of the Center clubs for transportation to a restaurant outside of Milford. There was discussion about this request and how transportation resources are stretched thin at this time. Alternative transportation for clubs was suggested.

10. Executive Session: Chair Lillian Holmes entertained a motion to go into Executive Session at 6:25pm. Phil Caporusso made the motion, Richard Dowin seconded. The motion prevailed.

The Chair entertained a motion to end the Executive Session at 7:05pm having discussed the former art instructor and security breach/employee theft. Shirley Serrano made the motion, Phil Caporusso seconded. The motion prevailed.

Meeting adjourned at 7:05 p.m.

Respectfully submitted

**Terry Nolan, Secretary
Milford Council on Aging
Board of Directors**