

Milford Council of Aging Board Minutes
September 9, 2013

Attendance: Phil Caporusso, Mike Petrucelli, Cynthia DeLuca, Shirley Serrano, Lillian Holmes, and Vicki Battle. Also, Janice M. Jackson and other staff members.

Absent: Beverly Streit-Kafalas, Dick Dowin and Terri Amann.

Aldermanic Liaisons: Bryan Anderson. Absent: Paula Smith

The meeting was called to order by Vice Chairman, Cynthia DeLuca. Chair Lillian Holmes asked for a motion to approve the June minutes. With no questions or discussions the minutes were approved.

Correspondence: Janice shared an article from the Milford Mirror on the Meals-on-Wheels program. An anonymous donation of \$1,000.00 was received by the Center in June 2013. A question was posed about the taxes on the donation. It was discussed. The United Way of Milford is requesting a \$50.00 donation for their Golf Tournament in September. A participant in the Ahrens Program was mentioned in the United Way of Milford pamphlet. The Center received a letter from The United Way for Volunteers for rallying businesses for donations. The waiver request from the Department of Labor was granted. The bi weekly payroll change started in August and will generate an annual savings of \$4,500.00. A letter was sent to the President of Milford Hospital from the president of FSW terminating their relationship with the Meals-on-Wheels Program effective September 9, 2013. The food will no longer be coming from Milford Hospital but will now be coming through Lindley Catering. There was no response from the Milford Hospital. Janice participated in a United Way fundraising event at Shop-Rite. Gary Johnson President/CEO of the United Way of Milford will be attending the October board meeting to discuss fundraising challenges. Employees from the Department of Human Services were at the Senior Center to distribute Farmers Market vouchers. Hilary and Shawn gave out 40 vouchers. In the Food Bank Manager's absence, our volunteer, Lenny Magruder did an excellent job for almost 12 weeks. Sharon Szturma, HR Manager and Janice Jackson interviewed 15 applicants for the position of Program Director.

The results would be discussed in Executive session. Rose Kristie, Sharon Szturma, Mary Allen Heerema, and Jim Convery completed the DOT Title VI Compliance Assessment Survey with the appropriate documents. Mary Allen, Mr. Shah and Janice have been meeting with copier companies. The subject will be discussed at the October board meeting. We had a Workers Compensation Payroll Audit from the Zurich Insurance Company which resulted in the additional premium from 7/11/2012 to 7/11/13. The Board discussed workers Comp Insurance and the reduction in payroll.

Treasurers Report: Reported by Mike Petrucelli. Phil Caporusso asked for a change to the July report Item 4135 reserves and the August Report changing the total to reflect July's negative cash flow. The Board discussed the three consecutive months of which the Food Bank accounts have been depleted, the clarification of Shop Rite gift cards opposed to issuing checks and why the expense report from August 2013 shows a positive amount when expenses should be negative.

Aldermanic Liaison, Bryan Anderson mentioned the Shoprite campaign for donations of \$1.00 to the Milford Food Bank and wondered if there was any connection to the Center's Food Bank.

Chair Lillian Holmes posed the question of how many families were represented in the \$2,337.00. After no further questions or comments the Chair entertained a motion to accept reports from June, July and August and that they are referred to the finance committee. The motion prevailed.

Committee Report: No report.

Personnel Report: No report.

Finance Report: No report.

Shirley Serrano posed a question of why the newsletters cost went up from \$2.00 for postage?

Executive Directors report: Janice attended the following meetings. The Social Service Network meeting, the C-Ride meeting, where the Milford Health Department employees discussed troubled housing situations. The United Way Council of Executives meeting where agency representative gave updates regarding their organizations. Mayor Blake's year end meeting. Janice Jackson also attended Charity Cantrell's retirement party. The Mayors annual report was submitted on July 11th.

The Board discussed how the Department of Human Services has distributed all of their gift cards. They were referred to The United Way of Milford's emergency fund. Chair Lillian Holmes suggested proposal to the finance committee in reference to the finance committee in reference to the amount of donations and how they are allocated. The Board discussed how without more revenue and fundraising the fear is that we may run out of funds to donate from the Food Bank. They discussed advertising in the Milford Living magazine.

New Business:

Presentation of Shawls did not take place due to their late entry.

The Board discussed a by-law revision: New addition to Page 3. Article 6 Section 2. The discussion was to change the by-laws to reflect the summer recess. The Chair entertained a motion to amend the section to read as follows: The regular meetings of the Council shall be held, with the exception of July and August on the second Monday of each month, at 5:30 p.m. at the Senior Citizen's Center, 9 Jepson Drive, Milford, CT or at such other time and place as the Council shall designate in accordance with the Act.

The motion was made by Vicki Battle and seconded by Phil Caporusso. The motion prevailed. The Chair announced that Mike Petrucelli, a veteran director considered as a pillar in our community will be honored as the Italian American of the year at Grassy Hill Country Club on October 4, 2013. Everyone congratulated him.

The Chair entertained a motion to adjourn and go into an Executive session. The motion was made by Mike Petrucelli and seconded by Shirley Serrano. The meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Vicki Battle, Secretary
Milford Council on Aging