

Milford Council on Aging Minutes
September 10, 2012

Present: Vicki Battle, Phil Caporusso, Cynthia DeLuca, Joyce Elwell Lillian Holmes, Michael Petrucelli and Shirley Serrano.

Aldermanic Liaisons: Paula Smith and Bryan Anderson were present

Absent: Terri Amaan and Dick Dowin

Also present were Janice Jackson and other staff members of the Milford Senior Center.

Chairman Lillian Holmes called the meeting to order at 5:32 p.m. and requested a motion for approval of the agenda. Mike Petrucelli so moved seconded by Phil Caporusso. The Chairman then requested a motion for adoption of the June 11th meeting minutes inquiring as to any questions, deletions or additions. Phil Caporusso so moved and was seconded by Mike Petrucelli. A vote was taken and the motion for adoption of the minutes prevailed.

Chairman's Report:

Lillian Holmes welcomed the board members back after the summer break and thanked the capable staff for conducting business at the Center. Lillian stated she received copies of letters from Mayor Ben Blake to Judith Toohey and Shirley Serrano thanking Judith for her service on the board and appointing Shirley Serrano in Judith's place with her term expiring December 31, 2013. Lillian stated that she assumed that Judith Toohey had resigned from the Council on Aging board of directors. Lillian welcomed Shirley Serrano back to the board.

Lillian noted she received an invitation, from the Milford Prevention Council, to the board members regarding a Community Conversation concerning the misuse of prescription medications.

The Community Conversation will be held on September 27th at 5:30 p.m. at the Senior Center. There was a brief discussion by Janice Jackson regarding the structure of the Community Conversation.

Lillian brought to the attention of the board an article in the Connecticut Magazine naming Phil Caporusso as a top orthodontist.

Correspondence:

Janice Jackson stated that there was a thank you note from Mike and Renee Coplan complimenting staff and volunteers for their efficiency and coordination of programs. She also noted that a thank you letter was received from Ronald Shuckerow regarding one of the Center's drivers, Rachel White-Reilly, complimenting her service and safety procedures. Janice also mentioned a correspondence from the Connecticut Food Bank in evaluation of the program noting all is well. Janice further noted a donation of \$2,000.00 to the Food Bank from the Milford Kiwanis.

Treasurer's Reports:

All three summer months (June, July, and August) were discussed by the Treasurer. Mike Petrucelli discussed the base line figures and line item for security cameras. Chairman Lillian Holmes requested any questions regarding the budget. With regard to June 2012, Phil Caporusso noted that the fiscal year ended with a \$16,000.00 surplus. With regard to July 2012, Mike Petrucelli discussed the \$1,651.90 in a maintenance line item, mentioned the Workman's Comp premium of \$18,639.00 and the Employee Practices premium. With regard to August 2012, Mike Petrucelli discussed the Milford Bank operating account, the Vanguard high yield account balance, the Milford Bank Sound Money Market Fund and checking and money market accounts. Phil Caporusso inquired as to projected cash flow. In response, Mary Allen replied that the Center anticipates a tighter year. The Chairman then requested any questions or concerns regarding the Treasurer's Reports and hearing none called for a motion for referral of the reports to the Finance Committee. Phil Caporusso so moved and was seconded by Mike Petrucelli. A vote was taken and the motion prevailed.

Committee Reports:

Cynthia DeLuca, Chairman of the Personnel Committee reported that there had been no Personnel Committee meeting during the summer break.

Phil Caporusso, Chairman of the Finance Committee also reported there had been no Finance Committee meeting during the summer break.

Old Business:

Discussion ensued regarding the collection of late fees for membership dues. Mary Steinmetz stated that she has concerns regarding whether there is any intent, on the part of members for the most part, to pay late. She stated she believes the schedule of when dues are to be paid is confusing to volunteers and believes the concept of late fees is confusing. She proposed a year to date method of paying dues instead of penalty and a plan to pro rate membership if late.

Phil Caporusso commented that the amount of revenue to be gained by increasing dues was negligible. He suggested making each member's birthday month the due date for payment of dues. There was additional discussion by Cynthia DeLuca regarding the complication of using birthdays which was followed by discussion regarding developing policy regarding the \$2.00 late fee. Phil Caporusso moved to rescind the late fee of \$2.00 due to complications in implementing the practice. Cynthia DeLuca seconded the motion and it was noted that a 2/3 vote to rescind would be required. A vote was taken and the motion passed unanimously.

Phil Caporusso commented that making an additional \$5,000.00 does not make it worth it to implement late fees. The Chairman requested the opinion of the staff and there was discussion by Mary Steinmetz , Geri Dichkewich , and Phil Caporusso of various options regarding when to collect dues. Phil suggested all dues could be due on the date members join with no need to renew until the universal collection date of January. Cynthia DeLuca stated that the staff works with the members and volunteers and therefore are in the best position to decide what works best for our members. After some discussion there was an agreement to implement the plan offered by Phil Caporusso.

Executive Director's Report:

Janice Jackson reported that she attended the Social Service Network meeting in June, the Collaborative for Residential Integrity for the Disabled and Elderly meeting (C-Ride) and the United Way Council of Executives meeting. She mentioned that Toni Dolin, Chairman of the United Way Council of Executives requested a \$50.00 donation from every agency for the United Way Golf Tournament fundraiser and that the Senior Center staff donated the \$50.00 from the Christmas in July event proceeds. Janice also reported that a speaker from AFLAC spoke to employees at a June staff meeting. She also reported that the Mayor's Annual report was submitted on July 11, 2012. Janice further reported that the Human Services representatives were at the Center to distribute \$30.00 Farmer's Market vouchers to eligible seniors. She also reported that the Center remained open until 8:00 p.m. on very hot evenings over the summer and a light supper was served. Janice also stated that Bob Neal and Cody Benedetto met with she and Mary Steinmetz to discuss energy audits and also that she and Mary met with Home Care Plus representatives regarding the Senior Health Fair held in September. Janice Jackson also noted that it was a challenging summer in trying to fill positions of employees and volunteers that were out sick or on vacation. She stated that many volunteers and employees will be going on a trip scheduled for September 13th. She further mentioned that she and Mary Steinmetz received complaints regarding the service of lunch interfering with afternoon activities and noted that in response, more employees have been serving lunch to members between 12:00 p.m. and 12:30 p.m to accommodate their schedules.

Janice mentioned that the November board meeting is scheduled for Veterans Day and therefore the Board must choose another date, such as November 13th or the 19th for the meeting. Janice also mentioned she will be on vacation October 9th through the 12th and that Mary Steinmetz will cover for her. The Chairman requested questions or comments. Cynthia DeLuca mentioned that the Board should choose an alternative meeting date, and inquired as to the eligibility criteria for Farmers Market vouchers.

Phil Caporusso discussed the use of volunteers over the summer with Mary Steinmetz. Janice discussed the fact that many teenagers were interested in volunteering and the HR Manager, Sharon Szturma had to turn away a few of the young volunteers. There was a brief discussion regarding appropriate jobs for volunteers. Chairman Lillian Holmes had a question regarding the pie chart in the Annual Report to the Mayor and it was explained the chart indicated the number of members attending classes decreased last year. In response Mary Steinmetz reported there was a substantial decrease, due to a spike the year before that created a distortion.

The Chairman then requested any other questions. And having heard none progressed to new business.

New Business:

Janice Jackson discussed a request from Erica Bento from the Department of Human Services regarding the food pantry account and shared the email she received from Erica requesting \$2,000.00 to replenish the account. Phil Caporusso discussed that he recalled setting up a budget and that the board needs to decide how to handle such requests. Cynthia DeLuca and Lillian Holmes discussed policy. Mary Allen indicated that \$4,900.00 was given this past year to the food bank. Janice Jackson stated that there should be a ceiling on donations and the Chairman entertained a motion regarding a response to the request. Phil Caporusso moved to deny the request and revisit it at the end of the calendar year which was seconded by Shirley Serrano. A vote was taken and the motion prevailed. The Chairman requested comments or questions and in response Cynthia DeLuca requested that the request be tabled until further information was made available. Joyce Elwell discussed the policy established to dispense with donations of Center funds donated and funded by grant. Phil Caporusso noted that a budget should be established. The Board came to an agreement to invite a representative from the Human Services Department to speak about this issue at the October board meeting. Phil Caporusso then moved to table this request until the next board meeting and was seconded by Mike Petrucelli. A vote was taken and the motion prevailed.

The Chairman requested questions regarding any reports included in the summer packet and hearing none, raised question regarding page 25 of the June packet/Transportation Report. There was a brief discussion comparing June and July. Jim Convery, Transportation Supervisor commented regarding a decrease in mileage in July in conjunction with fewer trips that month. Janice Jackson suggested the name and destination of the trip should be on the travel report. Shirley Serrano questioned the method of calculation and application of travel funds and in response Mary Steinmetz discussed the allocation of those funds.

The Chairman requested other comments or questions and hearing none requested a motion to go into Executive Session for discussion regarding a former member at 6:40 pm. The Executive Director and board members only were present.

The Chairman called for motion to come out of Executive Session at 7:14 p.m. having resolved the issue pertaining to a former member. Vicki Battle so moved and was seconded by Cynthia DeLuca. A vote was taken and the motion prevailed.

The Chairman then entertained a motion to adjourn at 7:14 p.m. Phil Caporusso so moved and was seconded by Mike Petrucelli. A vote was taken and the motion prevailed

Respectfully submitted,

Joyce Elwell, Secretary
Milford Council on Aging

