

Milford Council on Aging Meeting Minutes, September 13, 2010

Members present: Phil Caporusso, Joyce Elwell, Lillian Holmes, Connie Jagodzinski, Mike Petrucelli, Shirley Serrano.

Absent: Cynthia DeLuca, Terri Amann, and Dick Dowin.

Aldermanic Liaisons :Phil Vetro was present and Pam Staneski was absent.

Also in attendance were Janice Jackson and other staff members of the Milford Senior Center. Mr. Rick George was also present.

Chairman Lillian Holmes called the meeting to order at 5:30 p.m. Lillian called for approval and adoption of the June 14th, 2010 meeting minutes. Lillian requested any corrections and deletions and, hearing none, requested a motion for approval and adoption. Mike Petrucelli so moved, seconded by Shirley Serrano. A vote was taken and the minutes were adopted unanimously

Chairman's Report:

Lillian congratulated Mike Petrucelli on his article and photo in the newsletter. Lillian requested that the record reflect that staff reports for June, July, and August were issued including the 2009 Annual Report to the Mayor.

Lillian announced two upcoming events, specifically, September 27th Senior Health Day and the October 1st Ziti Luncheon, a fundraiser. Janice stated that Wendy Ferraro, Kitchen Manager, will cook the meal and a DJ will donate his services.

Treasurer's Report:

Treasurer Mike Petrucelli generally discussed the June, July and August 2010 Treasurer's reports. He discussed balances and various expenditures, including the flu shots upcoming in October as well as the 40th Anniversary Celebration expenses. With regard to his report for July and August he discussed the balances in the operating account. It was noted that there had been liability insurance and employee's assistance premiums paid for the entire year. He also noted that the first two months of Worker's Compensation were paid as well.

Mike explained that in August, \$3,835.00 was paid for the new gas kitchen range. It was noted that a number of expenses had also been prepaid. Shirley Serrano inquired as to why there was no comparison in the June report with regard to the insurance specialist report. Janice Jackson replied that she will speak to the insurance specialists for an answer to that question.

Lillian voiced concern regarding the surplus in the Food Bank. She noted that the surplus raises the question as to whether the needs in the community are being met. Shirley Serrano commented that there are certain surpluses that should be shared as opposed to accumulating excess and discussed that referrals are needed to access the food bank. Anne-Marie Ventimiglia, Transportation Supervisor, commented that in order to obtain vouchers, certain criteria must be met. There was then a general discussion regarding access issues.

Chairman Lillian Holmes asked for any additional questions regarding the Treasurer's Reports and hearing none, entertained a motion for referral of the June, July, and August Treasurer's Reports to the Finance Committee. Mike Petrucelli so moved and was seconded. A vote was taken and the motion passed unanimously.

Correspondence:

Janice Jackson shared several pictures that were in the newspapers over the summer, a thank you note received from one of the members, and a letter received from the State of Connecticut (DOT) regarding the Center's grant for a new bus. It was also noted that Janice Jackson and Eleanore Turkington received Certificates of Appreciation from the Disabled American Veterans.

Janice thanked Mary Allen Heerema for obtaining a waiver of administrative charges from Mutual of America for joining the Meals on Wheels of America program. This waiver results in savings of \$400.00 per month.

Janice also thanked Geri Dichkewich, Assistant Program Director, regarding the expansion of the Sunday hot dog program and the success of the program was discussed.

Janice shared a memo from the City of Milford regarding possible mold in one of the Meals-on Wheels vehicles and thanked Anne-Marie Ventimiglia for following through with having the vehicle thoroughly cleaned.

Janice also shared a letter from Toni Dolan, Executive Director of the Beth El Center concerning the upcoming United Way Campaign. She stated that Toni and Gary Johnson will be at the October staff meeting to request campaign donations from employees.

Janice also noted that stored items of furniture for families moving into the Beth El Housing have now been released from the Senior Center garage and basement.

Janice also shared a thank you letter from Yale New Haven Hospital for the Senior Center's donation of shawls and blankets for cancer patients.

Committee Reports:

Personnel Committee: Mike Petrucelli stated there had been no meeting of the Personnel Committee.

Finance Committee: Chairman Shirley Serrano stated there had been no meeting

Executive Director's Report:

Janice Jackson discussed a request from the Model Train Club for additional space. She mentioned that moving of certain items will free up more space. Rick George commented that more room is needed because there are 8 to 10 participants and the group is anticipated to grow. He stated he would like to preserve certain layouts of the trains for display. Lillian commented that no motion was needed and the Board consented that the Model Train Club will move to a room in the basement which will afford more space.

Janice discussed that the bookkeepers have analyzed the budget and projected a deficit. She discussed the issue of increase of annual membership dues from \$8.00 to \$10.00 with the new dues year commencing on October 1, 2010. Janice commented that other senior centers charge a membership fee of more than \$10.00 a year.

Phil Caporusso inquired as to reasons for the projected deficit. Mary Allen Heerema, Bookkeeper, stated there are increases in health insurance, payroll, pension, food, and other costs. There was also a discussion about the pension program contribution. Phil Caporusso further inquired regarding the projected deficit amount and Mary Allen commented as to the amount. Janice stated it will not be known whether there will be an increase from the City until next May. Mary Allen commented that the projected increases in healthcare are substantial. Phil Caporusso stated that \$14,000.00 in donations will not offset the projected \$67,000.00 deficit.

Janice Jackson suggested exploring an increase in the Mini-Lunch Program lunch cost. Lillian Holmes commented there are five suggestions in the report that should be reviewed.

Shirley Serrano commented that an increase in the fee for computer classes and an increase to ten dollar annual membership dues would be acceptable. Shirley stated that she supports contribution by employees toward their medical insurance but that she is adverse to a fifty (50) cent raise in mini-lunch price because the partaking members are not employed. There was general discussion regarding charging employees/volunteers for their lunches. Lillian inquired as to projected revenue from each of suggested areas ie., savings by charging for lunches as discussed. Statistics of costs of free lunches for June, July, and August were shared. Phil Caporusso requested concrete numbers regarding the offset of the deficit.

Phil Caporusso further commented regarding use of savings as opposed to increasing the cost of lunch. He discussed that investment of the savings in a bond fund would have net more income up to 6, 7, 8%. Lillian referred Phil Caporusso's statements to the Finance Committee. Mary Allen asked Phil whether he would make suggestions and he commented that the funds should be invested in a way to derive an income stream. Lillian suggested referral of the investment discussion to the Finance Committee and requested figures be shared and suggestion made.

Janice Jackson continued the discussion regarding a \$20.00 fee for computer classes with reimbursement of the increase at the time of completion of the class. Lillian Holmes entertained a motion to that effect and Shirley Serrano moved that the Programming Department charge \$20.00 for computer classes with the increase to be refunded upon completion of the class. Phil Caporusso seconded.

A vote was taken and the motion prevailed. Mike Petrucelli moved that the membership fee increase from \$8.00 to \$10.00 a year effective October 1, 2010. Shirley Serrano seconded. A vote was taken and the motion passed unanimously

Rose Kristie suggested the reinstitution of donation boxes. Phil Caporusso asked whether there was feedback to donors regarding donations and Geri Dichkewich and Anne Marie Ventimiglia both commented that donors had been thanked, generally, for their donations.

Shirley Serrano moved that staff be allowed to place donation boxes. Connie Jagodzinski seconded. A vote was taken and the motion prevailed.

Janice discussed the extra payment required for high dose flu vaccine recommended by the Milford Health Department and the Center for Disease Control. Jackie Sconzo, Insurance Specialist, recommends \$30.00 each for the high dose flu vaccine. Phil Caporusso questioned the cost of the flu shots. Janice commented that the flu vaccine is paid for in advance. Phil Caporusso moved that the increased price for the flu shots of \$30.00 each be paid on the advice of the Insurance Specialist. Shirley Serrano seconded. A vote was taken and the motion prevailed.

Lillian Holmes entertained a motion to go into executive session at 6:30 p.m. for the purpose of discussion of a member's membership status. Debra Kelly, Assistant City Attorney was present during executive session.

Lillian Holmes entertained a motion to come out of executive session at 6:50 pm as the Board had made a decision regarding a member's status. Phil Caporusso so moved. Shirley Serrano seconded. A vote was taken and the motion prevailed.

Lillian entertained a motion to adjourn. Mike Petrucelli so moved seconded by Shirley Serrano and the meeting adjourned at 6:55 pm.

Respectfully submitted,

Joyce Elwell
Secretary, Milford Council on Aging