

Milford Council on Aging Meeting Minutes

Monday September 14, 2015, 5:30 p.m.

Call to order: Meeting was called to order at 5:30pm by Lillian Holmes.

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

BOA Liaisons: Dora Kubek Absent: Dan German

Staff: Janice Jackson, Mary Allen Heerema, Elle Gilbertson, Amanda Barry, Geri Dichkewich, Sharon Szturma, Jim Convery

- 2. Agenda:** Lillian entertained a motion to approve the agenda with the addition of discussion of membership inquiry from non-Milford resident. Shirley made the motion and Phil seconded. The motion prevailed.
- 3. Minutes:** Lillian entertained a motion to approve the June 8th meeting minutes. Phil made a motion, Shirley seconded. The motion to approve the minutes prevailed.
- 4. Chairman's Report and Correspondence:** Lillian hoped everyone had a good summer. She mentioned the presentation by Senator Chris Murphy held at the Senior Center. She thanked the staff for keeping the board informed over the summer.

Janice Jackson reported on correspondence received including:

- Thank you letter from a mother and daughter for food from the Food Bank.
- Letter about the Senior housing wait list.
- Tips for summer heat from the Milford Health Department
- Letter from TEAM Inc. about next year's tax program held at the Senior Center.
- Notice that the Senior Center was included in a former member's will
- Copy of the 2015 Senior Go To Guide
- Information about an upcoming fundraiser for the United Way.

- 5. Treasurer's Report:** The Treasurer's Reports for June, July and August were presented by Phil Caporusso. There was some discussion about a couple of changes that were made to the income and expense reports at the request of the auditor. Phil asked about a line for depreciation expense. He felt that should not be shown on the income and expense report but should be on the Profit and Loss statement. Mary Allen said she could change that. A motion was made to refer the Treasurer's reports to the finance committee by Shirley. Cynthia seconded. The motion prevailed.

6. Committee Reports:

- a. Personnel Committee: No meeting, no report.
- b. Finance Committee: No meeting, no report.

7. Old Business:

- a. Minimum Wage impact on Adjusted Salary Steps - It was discussed that the chart with salary grades and steps needs to be revised to reflect the upcoming minimum wage change in

January. A motion was made to table this item until next meeting when revised chart will be presented. Shirley made the motion, Doreen seconded. The motion prevailed.

8. Executive Director's Report: Janice Jackson reviewed her written report furnished to the Board for June, July and August. Beverly asked for more information about the senior bullying workshop. Sharon said that both staff and some members attended. Lillian asked about the upcoming Open House. Amanda explained what they will be doing at the event.

9. New Business:

- a. **Discussion of Membership** - Amanda reviewed the procedures for membership and said currently they are calling members to remind them to renew. There was discussion of whether to do a second reminder and whether it should be a phone call or postcard. The board felt a second reminder was fine and the staff should do whichever method was easier for them. Amanda also asked about retaining inactive members in the database. It was decided to keep members in the database as inactive so that there would be a record of their membership.
- b. **Safety at the Senior Center** - Lillian asked if there was a safety plan in place in case of a situation at the center. Beverly mention that the people that work at the courts go thru active-shooter training provided by the state police. Lillian asked if Beverly could get more information about some type of training for the senior center staff. Sharon also explained that they do have certain codes that both staff and volunteers know and understand the procedure. They could have similar codes for other situations.

10. Executive Session: Chair Lillian Holmes entertained a motion to go into Executive Session at 6:30pm to discuss the suspension of a member and the membership inquiry from a non-resident. Shirley made the motion and Doreen seconded. The motion prevailed.

The chair entertained a motion to end the Executive Session at 7:15pm having discussed the member suspension and acting upon the membership request from a non-resident. Shirley made the motion, Cynthia seconded. The motion prevailed.

There being no other business before the Board, the meeting adjourned at 7:15 P.M.

Respectfully submitted

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