

**Milford Council on Aging Meeting Minutes**  
**October 15, 2012**

**Present:** Vicki Battle, Phil Caporusso, Cynthia DeLuca, Joyce Elwell, Lillian Holmes, Michael Petrucelli, and Shirley Serrano.  
**Absent:** Terri Amann, and Dick Dowin.

**Aldermanic Liaison:** Present: Bryan Anderson. Absent: Paula Smith

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

Chairman Lillian Holmes called the meeting to order at 5:30 p.m. and requested that all visitors identify themselves. Identified were a student from the University of New Haven and two representatives of the Department of Human Services. The Chairman entertained a motion for the adoption of the agenda amended by moving 7B to item 3 and under New Business adding item 3 Mini-Lunch Program fees. Phil Caporusso so moved and was seconded by Cynthia DeLuca. A vote was taken and the motion prevailed.

Two representatives from the Department of Human Services gave a presentation and shared a statistical report and data on service to Milford families in need of food. There was a discussion regarding food vouchers and the increase in need for food generally. Brochures and postings were shared. Lillian Holmes inquired as to mode of referrals to the agency and there was a general discussion. Cynthia DeLuca inquired as to the source of the voucher money prior to Senior Center funding and in response; access to FEMA grants and other sources were discussed.

The Chairman then requested a motion for adoption of the September 10, 2012 minutes and inquired as to any questions deletions or additions. Having heard none, Mike Petrucelli so moved and was seconded by Vicki Battle. A vote was taken and the motion to adopt the minutes passed unanimously.

**Chairman's Report**-Chairman Lillian Holmes gave no formal report.

**Correspondence:**

Janice Jackson shared a picture of the Food Bank Manager published in the newspaper, a thank you note from the family of an Ahrens Program participant who passed away, and a note of appreciation regarding the services of Jean Kaluzynski, the Center's Social Services Worker. Additionally, a thank you note from Dick Dowin for the fruit basket from the Board and a thank you note from Home Care Plus regarding the Health Fair were shared. Janice Jackson also noted that a \$200.00 donation was received in honor of two AARP Income Tax Assistance volunteers. Also, shared was a thank you letter from a volunteer from the Ahrens Program who now volunteers at Milford Hospital. Janice Jackson also announced that the Prevention Council cancelled the scheduled Community Conversation event due to low participation.

**Treasurer's Report:**

Treasurer Michael Petrucelli gave his report. He noted similarities in the past few reports and discussed the Sound Money Market, checking account, Nationwide Money Market account balances. Chairman Lillian Holmes requested comments or questions in response. Cynthia DeLuca noted that there is approximately \$300,000.00 on account. Mary Allen commented that this past year was more difficult to contain costs than last year and that despite the account balances the Center is looking at a deficit going forward. She commented that the Center purchased security cameras, contributed toward the purchase of a van, and discussed additional capital expenses paid out this past year. The Chairman entertained a motion for referral of the Treasurer's report to the Finance Committee. Mike Petrucelli so moved and was seconded by Phil Caporusso. A vote was taken and the motion prevailed.

**Committee Reports:**

Cynthia DeLuca, Chairman of the Personnel Committee, reported there had been no Personnel Committee meeting.

Phil Caporusso, Chairman of the Finance Committee, reported there had been no Finance Committee meeting.

Lillian Holmes requested a response to the presentation of the Human Services employees. To refresh the Board's memory as to issues regarding donating further, Joyce Elwell read the account on the subject as stated in the September 10, 2012 Board Minutes. There was discussion regarding the fact that the initial response of the Center in contributing was directly related to storms this past year. Vicki Battle and Cynthia DeLuca discussed their concerns about providing ongoing support to the Department of Human Services. Cynthia DeLuca noted that the initial intent was to provide temporary support. There was discussion by Shirley Serrano, Cynthia DeLuca, Vicki Battle and Phil Caporusso regarding pros and cons of making donations followed by general discussion regarding the purpose for which food bank donations are received. Having reached the conclusion that the purpose is general the Chairman entertained a motion for resolution in response to the request. Phil Caporusso moved to provide \$2,000.00 for funding of food vouchers and was seconded by Mike Petrucelli. The Chairman then requested any questions or further discussion and having heard none requested a vote on the motion to provide \$2,000.00 this year. A vote was taken and the motion prevailed.

### **Executive Directors Report:**

Janice Jackson noted that she attended the Social Service Network meeting at which time employees from the Department of Social Services discussed their easy access call system and the fact that they will be moving to the old Starter Building in New Haven in mid 2013. Janice also discussed that she attended a Collaborative for Residential Integrity for the Disabled and Elderly meeting (C-Ride) and noted that Health Department employees discussed hoarding situations. Janice also announced that the Senior Health Fair was a success and stated that she will schedule the health fair for next year so it does not fall on Rosh Hashana. Janice also reported issues pertinent to the Senior Center building during the heavy rains that caused flooding. She further shared that two flu clinics were held in October and 484 people received their flu vaccine, a 20% decrease from last year and discussed that the decrease may be due to so many resources offering the flu vaccine before October. Janice further announced an increase of 20 cents to mail the bulletin due to the increase from 8 pages to 12 pages and that there would be an increase to \$8.00 to receive the bulletin by mail. Janice asked the Board to reconsider the Mini-Lunch cost increase of 25 cents due to an anticipated deficit related to \$8,000.00 for the cost of coffee. The Chairman requested questions relative to the Executive Director's report. Janice Jackson shared the October menu and noted the quality of food served for the cost of \$2.75.

### **New Business:**

The Chairman entertained a motion to authorize the secretary to sign the Resolution. for the Community Development Block Grant Application. Shirley Serrano so moved and was seconded by Michael Petrucelli. A vote was taken and the motion prevailed. The Application was signed by Secretary, Joyce Elwell and two agreements were also signed by the Executive Director and witnessed by Joyce Elwell and Cynthia DeLuca.

There was further discussion regarding the Mini-Lunch menu in relation to cost. Phil Caporusso requested a breakdown of the actual cost and Mary Allen mentioned that a cost analysis has been done in the past and could be done again and emphasized that there has been no increase in the City Grant supporting the program since 2007. After some discussion the Chairman entertained a motion for resolution of raising the cost of the Mini Lunch from \$2.75 to \$3.00 effective January 1, 2013. Cynthia DeLuca so moved and was seconded by Phil Caporusso. The Chairman requested any comments or questions and having heard none, a vote was taken and the motion prevailed.

There was discussion of the request of the travel coordinator for development of trip policy for members with cognitive and physical impairments. The travel coordinator noted the difficulty in supervising multiple persons with debilitations and the need for a policy. Mary Steinmetz suggested requiring someone to accompany the seniors in need. Joyce Elwell offered to research regulations applied by assisted living and skilled nursing facilities for safety during trips. Lillian Holmes stated that the information would be included under Old Business as an agenda item for the next meeting.

The Chairman requested scheduling of the November Board meeting in respect to Veteran's Day. By consent the meeting was scheduled for Tuesday, November 13. Also scheduled was the Finance Committee meeting for the purpose of discussion of the City Budget, at 5:00 p.m. prior to the 5:30 p.m Board meeting

Chairman Lillian Holmes requested other items of business to come before the Board. Cynthia DeLuca suggested and subsequently moved that the Board go into Executive Session for the purpose of discussing a former senior member at 6:48 p.m. Phil Caporusso seconded, and a unanimous vote to enter Executive Session was taken.

The Chairman entertained a motion to come out of Executive Session at 6:55 p.m. having discussed updated information on the former member to the satisfaction of the Board.

The Chairman then requested a motion to adjourn at 6:56 p.m. Cynthia DeLuca so moved and was seconded by Mike Petrucelli. A vote was taken and the motion to adjourn passed unanimously.

Respectfully submitted,

Joyce Elwell, Secretary Milford Council on Aging