Milford Council on Aging Meeting Minutes

*Tuesday October 15, 2019, 5:30 p.m.*

Call to order: Meeting was called to order at 5:35pm by by Lillian Holmes.

1. **Roll Call**: Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Gloria Lanna, Cynthia DeLuca, Shirley Serrano, Dick Dowin, Terry Nolan.  
     
   Absent: Doreen Fontana  
     
   BOA Liaisons: Connie Gaynor  
     
   Staff: Leonora Rodriguez, Amanda Berry, Geri Dichkewich, Phyllis Legget, Doreen Farrell, Jim Convery
2. **Agenda**: Lillian entertained a motion to approve the agenda. Dick made the motion and Shirley seconded. The motion prevailed.
3. **Minutes**: Lillian entertained a motion to adopt the September 9th meeting minutes. Shirley made a motion, Phil seconded. The board voted and the motion prevailed.
4. **Chairmans Report and Correspondence**:   
     
   Lillian noticed that there was no personnel committee report last meeting and therefore no official record that the new Executive Director had been hired and started. She suggested we do that during the committee reports. Lillian officially welcomed Leonora Rodriguez to the Center.  
     
   Leonora Rodriguez reported correspondence received including:  
   \* Letter from Yale New Have Hospital about their volunteer program.  
   \* Article in the paper about the annual report for the Center  
   \* Thank you letter from the Agency on Aging for the Center hosting their program.  
   \* Letter from St. Mary’s / Precious Blood Church about their Giving Tree.  
   \* Flyer about the Health & Wellness Fair  
   \* Information from Care Partners of CT about Health Insurance.
5. **Treasurers Report**: Gloria gave the report for September. Phil noted that we can look at CDAR renewals at the December meeting. A motion was made to refer the Treasurer’s report to the finance committee by Shirley. Cynthia seconded. The motion prevailed.
6. **Committee Reports**:
   1. Finance Committee: no meeting, no report. Phil noted that we should schedule a meeting for next month, prior to the board meeting, to discuss the budget proposal. Tuesday Nov 12 at 5pm.
   2. Personnel Committee: no meeting, no report. Lillian noted that the board hired Leonora Rodriguez as Executive Director starting August 19, 2019. Lillian said Leonora comes to the Center with a wealth of expertise dealing with seniors, social services, and with a background in administration. The Board officially welcomes her to the Center.
7. **Old Business**: Credit Card Option for Purchases - Leonora reached out to Milford Bank. They said the center could get a Visa Debit card. Phil noted that if we do a debit card, all receipts have to be submitted immediately. The Visa card would allow 2 users. Phil made a motion to approve the Visa Debit card from Milford Bank with a daily limit of $1,000 and Leonora and Amanda as the 2 users. Gloria seconded the motion. The board voted and the motion prevails.
8. **Executive Directors Report**: Leonora Rodriguez reviewed her written report furnished to the Board for September. She spoke about a new policy for the Ahrens Program dealing with Code 2 (when someone wonders off). There was some discussion of the new policy. She also talked about a new policy for the Center giving out gift cards. Lillian suggested that the board vote to accept these new policies so there would be an official record.   
     
   Shirley made a motion to accept the Code 2 policy for the Ahrens program as presented to the board. Phil seconded the motion, the board voted and the motion prevailed.  
     
   Phil made a motion to accept the new gift card policy as presented to the board. Shirley seconded the motion, the board voted and the motion prevailed.  
     
   There was some discussion about the procedure for making policy changes and what changes needed a board vote prior to implementation. It was discussed that the Executive Director should be able to make policy changes when needed and when there are no budgetary considerations.
9. **New Business:**
   1. Ahrens Program Fee Proposal - Leonora presented her proposal to the board for charging a fee for the Ahrens program. The board reviewed her proposal. Phil asked about how billing was currently handled. Lillian asked about the current clients and how they would feel about a fee being charged. Leonora felt after speaking with the staff that current clients would be open to the change. Phyllis asked about billing and made the suggestion of bi-monthly payments. There was some discussion about how to accept payments.  
        
      Phil suggested we decide on a payment model at this meeting and then the staff and Director could work out the specifics of implementing the fee.  
        
      Terry asked about additional staffing that had been mentioned at our last meeting. Leonora said that might be a future consideration.  
        
      Phil made a motion to accept the proposal for the Ahrens Program fee using the daily cost model as presented to the board by the Executive Director with the stipulation that logistics would be decided by the Director and staff. Gloria seconded the motion, the board voted and the motion prevailed.
   2. Strategic Planning for the Milford Senior Center (2020-2025) - Leonora asked the Board to create a committee that would work on the strategic plan for the center. Lillian asked about possibly getting a consultant to help with the planning. Terry, Phil, and Shirley volunteered to be on the committee.

The Chair entertained a motion to enter executive session at 7:01pm to discuss a personnel issue. Shirley made the motion and Phil seconded it. The motion prevailed.

Phil made a motion to come out of executive session at 7:23pm having discussed the personnel issue. Shirley seconded the motion and the motion prevailed.

The Chair entertained a motion to adjourn. Phil made the motion, Shirley seconded, the motion prevailed.

There being no other business before the Board, the meeting adjourned at 7:23 P.M.

Respectfully submitted

Terry Nolan, Secretary

Milford Council on Aging

Board of Directors