

**Milford Council on Aging Board Meeting Minutes**  
**October 20, 2008**

**Members Present:** Terri Amman, Karen Craig, Dick Dowin, Cynthia DeLuca, Joyce Elwell, Lillian Holmes, Mike Petrucelli, Shirley Serrano.

**Absent:** Phil Caporusso

Also in attendance were Executive Director, Janice M. Jackson and other staff members of the Milford Senior Center.

Chairman Lillian Holmes called the meeting to order at 5:34 p.m. The roll call was taken with attendance as noted above.

Lillian Holmes called for adoption of the September 8, 2008 meeting minutes. Shirley Serrano so moved. Mike Petrucelli seconded the motion. The minutes were adopted by unanimous vote.

**Chairman's Report and Correspondence:**

Chairman, Lillian Holmes noted she researched the issue of payment of legal fees. She consulted City Attorney, Max Case, who explained that the City Attorney does not provide legal services unless an issue pertains to the building. Services regarding legal issues not pertaining to the building must be paid for through engagement of non-City legal counsel. Discussion regarding the means by which legal services are obtained and paid for ensued. It was reiterated that any issues related to the building would be provided by the City Attorney's office. The Chair and others present discussed the concept of a flat fee retainer for general legal services.

**Treasurer's Report:**

Mike Petrucelli presented his report and discussed the status of the operating checking account. Chairman, Lillian Holmes called for any questions or concerns.

Shirley Serrano discussed the cost of mailing the newsletter and noted the increase in postage costs. The group discussed a line item discrepancy as to the funds taken in for mailing to members and funds for postage paid out. Mary Allen Heerema, Bookkeeper stated that the membership drive was not currently being undertaken and accordingly there was a timing difference between money taken in for newsletter postage this quarter, and money paid out for previously paid newsletter postage.

Lillian called for other questions. Having heard none she asked for a motion for referral to the Finance Committee. Mike Petrucelli so moved and the motion was seconded.

### **Committee Reports:**

Lillian called for Committee reports. Cynthia DeLuca, Chairman of the Personnel Committee, noted that the committee had met on October 15, 2008 and reviewed the Personnel Policies and Procedure Manual with the HR Manager and Executive Director. With some agreed upon suggestions and changes, the revised proposed manual will be sent to Attorney Marilyn Lipton for review.

Lillian called for other questions or comments regarding the Personnel Committee Meeting and there were no further questions or concerns.

Lillian called for a report from the Finance Committee. The Chair of that committee, Shirley Serrano, explained that the committee had met today, October 20, 2008, and had agreed to a 3% increase in the City Budget Request. She noted that if the increase is not granted, there is some room but she also noted Mike Petrucelli's suggestion of a fundraiser. Lillian inquired as to the possibility of additional grants. Janice Jackson noted that the City of Milford hired a grant writer and she will contact her for information as to what grants options are available.

Mike Petrucelli discussed the virtues of fundraisers in terms of fundraising and public relationships. Shirley Serrano suggested that Mike research the existence of other fundraisers in Milford so as not to conflict and also suggested that there may be a means to collaborate with other organizations.

Lillian Holmes suggested the discussion of fundraisers be reserved for the next meeting as New Business.

### **Old Business:**

Janice noted that Lisa Arneth, HR Manager was still in the process of gathering quotes from vendors regarding a new server at the Center. She also reported that the washer/dryer issue was placed on a wish-list and the Center may receive one as a donation and if a donation is not received the Center will proceed with a purchase.

Lillian called for questions and having heard none, she asked the Executive Director for her report.

**Executive Director's Report:**

Janice discussed her meeting with Dan Krevolin from the Community Action Agency in New Haven. Dan discussed that their program may be subject to approximately \$300,000.00 in cuts. They discussed provisions by the Mini-Lunch program to Ahrens Program participants in order to cut the cost of the caterer. According to Dan Krevolin, the requested donation in the Elderly Nutrition Program is \$2.00 per meal. However, he explained they only receive a few dollars each day from the Milford site. Lillian noted that a \$2.00 charge for lunch is not unreasonable. Suggestions were made for signs to be posted and flyers distributed as a reminder to participants that the donation is \$2.00. Janice also stated that Dan Krevolin offered to write a letter to the participants stating the need for the \$2.00 donation.

Mike Petrucelli suggested that the new Publicity Specialist could communicate with the media regarding the Ahrens Program. Lillian Holmes asked for an assessment on how the donations for the Ahrens Program are collected. Shirley Serrano suggested moving the donation box into the Ahrens room and providing a flyer to take home to the families of Ahrens program participants.

Janice Jackson noted that she has received requests that the Center be closed the day after Christmas and reminded the members that the Board determines the schedule.

Cynthia DeLuca noted that historically the building is closed the day after a holiday.

Mike Petrucelli moved that the building should be closed December 26<sup>th</sup>. Shirley Serrano seconded the motion.

The closing of the Center on the day after New Years was also discussed. Mike Petrucelli amended his motion to include that the Center will close December 26, 2008 and January 2, 2009.

Lillian Holmes called for questions and Cynthia DeLuca inquired as to whether the proposed closing days would be paid holidays for the staff.

Lillian Holmes called for a discussion germane to the Motion. Since the falling of holidays adjacent to a weekend only occurs every seven years.

A vote was taken and the motion to close the Center this year on December 26, 2008 and January 2, 2009 and was passed unanimously.

Janice Jackson discussed the success of the Flu Shot Clinics.

Lillian Holmes asked Janice if there were any further issues and there were none. Lillian discussed whether there was any correspondence to review. Offered were First Choice Tours correspondence and a flyer regarding Assessing Election Results in 2008.

Lillian asked for other business to come before the Board. Having heard none, the motion to adjourn was requested and passed by unanimous vote.

The meeting adjourned at 6:34 p.m.

Respectfully submitted,

Joyce Elwell, Secretary  
Board of Directors Milford Council on Aging

