

## **Milford Council on Aging Meeting Minutes**

**November 8, 2010**

**Members present:** Terri Amann, Phil Caporusso, Cynthia DeLuca, Dick Dowin, Joyce Elwell, Lillian Holmes, Connie Jagodzinski, Shirley Serrano, and Mike Petrucelli.

**Aldermanic Liaisons:** Aldermanic liaisons Pam Staneski and Phil Vetro were in attendance.

Also in attendance 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 began by entertaining a motion for adoption of the October, 2010 minutes. Mike Petrucelli so moved seconded by Phil Caporusso. Lillian requested questions and any items of additions or deletions and having heard none, requested a vote. There was a unanimous vote and the motion to adopt the minutes prevailed.

### **Chairman's Report:**

Lillian Holmes commented that she accompanied Janice Jackson to a meeting with the Mayor regarding the budget.

### **Correspondence:**

Janice Jackson shared a thank you letter from a student at Gateway to Wendy Ferraro. She also shared a letter from a de-clutter specialist from the Health Fair, a letter from an energy assistance manager to Mary Steinmetz regarding the hospitality she received and an article from the newspaper was also circulated.

### **Treasurer's Report:**

Mike Petrucelli gave his report noting that a twenty-five percent (25%) deposit on liability insurance was paid in October. The report was generally discussed and reviewed. Lillian Holmes requested any questions regarding the treasurer's report

and having heard none entertained a motion for referral to the Finance Committee. Mike Petrucelli so moved seconded by Dick Dowin. A vote was taken and the motion to refer the Treasurer's Report to the Finance Committee passed unanimously.

### **Committee Reports:**

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

Per Shirley Serrano, Chairman of the Finance Committee, there was a meeting at 5:00 p.m. this date, November 8<sup>th</sup>. She reported that there had been discussion regarding employees contributing to their medical insurance costs.

Lillian Holmes requested a motion to accept the report of the Finance Committee. Mike Petrucelli so moved seconded by Phil Caporusso. A vote was taken and the motion passed unanimously.

### **Old Business:**

There were no items of old business brought before the Board.

### **Executive Director's Report:**

Janice Jackson offered a Certified Resolution regarding the Community Development Block Grant (CDBG) for by Secretary, Joyce Elwell. Janice also reported that there had been three flu shot clinics at the Center and that 755 vaccinations had been administered. She also mentioned that several politicians came to the Center prior to the November 2, 2010 elections. Janice reminded the Board that the Veteran's Day luncheon was scheduled for Wednesday, November 10<sup>th</sup> and further mentioned that Lillian Holmes is on the program to say a few words to participants. Janice also mentioned that Subway donated 300 subs for the event.

Janice presented IRS information from the accountant and noted that the IRS did not receive a required extension, although the accountant's paperwork indicates an extension had been filed on November 9, 2009. Phil Caporusso questioned why it took a year to determine that extension confirmation had not been received.

There was general discussion regarding the fact that there had been no acknowledgement by the IRS of the extension being granted. Terri Amann noted that if filings with the IRS are done electronically they can be traced. Janice Jackson discussed that she and the accountant, Michael Solakian have been in contact with the IRS and a hold has been placed on the levy resulting from the failure to file. Janice further reported that she has been working with the Tax Payer Advocate and has provided documentation to the case advocate. Janice discussed in detail that no CP211A acknowledgement letter was received from the IRS. She noted that an extension request had been filed in February 2010. There was general

discussion regarding the possibility of lack of follow up by the accountant's office. Janice stated that the Accountant is aware of the levy against the Senior Center and further reported that the appeals process regarding this matter has been initiated. There was general discussion regarding the resolution or non-resolution of the matter and liability in the event that the levy was imposed.

Lillian Holmes requested further questions regarding the matter of the filing and of any other items from the Executive Director's report. Having heard none Lillian presented questions regarding various reports included in the Board's packet. In particular she referenced information on page 24 of the Transportation report, and inquired as to whether the Ford vehicle has been repaired. Anne-Marie Ventimiglia, Transportation Supervisor, reported the repair is pending receipt of parts. With reference to the Ahrens Program report, Lillian questioned the effect of that absenteeism of volunteers had on that program. Janice Jackson noted there had been no effect and that five clients have assistance from nurse's aides. Cynthia DeLuca commented absenteeism generally affects only one-to-one participants.

Lillian noted that the budget, having been received, should be reviewed. Phil Caporusso discussed the line item for flu shots. There was a general discussion regarding estimates of shots needed and the method by which refunds for unused shots are obtained or credited.

Lillian Holmes noted on item 5600 that the term, subscription should be removed. After additional general discussion Lillian entertained a motion for adoption of the budget. Shirley Serrano so moved, seconded by Cynthia DeLuca. A vote was taken and the motion to adopt the budget passed unanimously.

The scheduling of the December Board meeting and the Christmas party following was discussed. Lillian stated that it is anticipated that the accountant, Michael Solakian will present the audit and the item of levy will be discussed. Lillian suggested the Board question accountant's procedure for filing of Form 990 and the extension for same.

Lillian requested any other items to come before the Board. Shirley Serrano offered her discussion with Wendy Ferraro, Kitchen Manager, regarding shortage of refrigeration space and suggested an item in writing describing the effect of the shortage and allocating some funds for refrigeration space. Connie Jagodzinski also stated that she was aware of the need for plastic containers. Shirley also suggested a need for rubberized mats in the food preparation area. Lillian Holmes suggested that Wendy Ferraro submit a list of her needs to the Board. Lillian commented there is no need for Board approval for day to day general needs and that oversight by the Board should be reserved for major expenditures.

Lillian requested any other items of discussion to come before the Board. Having heard none she then requested a motion to adjourn. Mike Petrucelli so moved seconded by Phil Caporusso. A vote was taken and the motion to adjourn passed unanimously.

The Meeting adjourned at 6:40 p.m.

Respectfully submitted,

Joyce Elwell  
Secretary, Milford Council on Aging