

Milford Council on Aging Board Meeting Minutes November 9, 2009

Members Present: Lillian Holmes, Cynthia DeLuca, Dick Dowin, Mike Petrucelli, Phil Caporusso, Joyce Elwell, Shirley Serrano.

Absent: Terri Amann and Karen Craig

Also in attendance were Aldermanic Liaison, Phil Vetro, Janice Jackson, and staff members of the Milford Senior Center.

Chairman, Lillian Holmes called the meeting to order at 5:30 p.m. and entertained a motion to adopt the minutes from the previous meeting.

Dick Dowin made a motion to accept the minutes which was seconded by Mike Petrucelli. Lillian, prior to adopting the motion, asked that a reference in the October minutes to her having made a motion be corrected to read “asked for or entertained a motion.” The Secretary noted that a correction stating the movant’s name should be inserted. Lillian also asked that the sentence “Lillian moved that we hire” under the accountants paragraph be stricken. A note was taken and the motion prevailed.

Chairman’s Report:

Chairman, Lillian Holmes gave no report.

Correspondence:

Janice Jackson noted she received an email from the community foundation of Greater New Haven “Make a Better Gift Better” stating that the Center’s grant application was approved for \$2,000.00.

Treasurer’s Report:

Mike Petrucelli noted that there were five payrolls in October. Lillian Holmes asked if there were any questions regarding the Treasurer’s Report. There was a short discussion.

Chairman, Lillian Holmes entertained a motion to refer the Treasurer’s Report to the Finance Committee. Mike Petrucelli so moved seconded by Shirley Serrano.

Committee Reports:

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

Finance Committee: Shirley Serrano discussed the proposed requests to the City, the Vanguard account and the suggestion that the Vanguard Account should be reduced due to its limited income production income. Shirley suggested placement in a CD and or that the funds be held in a Money Market account to be accessible at any time without penalties. Shirley shared a schedule of Interest for Deposit Accounts with the group.

Phil Caporusso suggested that a High Yield Bond Fund pays greater interest and that such fund type should be considered. Joyce Elwell discussed finding a low-risk but income generating fund with the assistance of financial advisory services. After some discussion, Chairman, Lillian Holmes asked staff and the Finance Committee to research the Vanguard Bond Fund. Cynthia DeLuca and Mike Petrucelli suggested meeting with a financial advisor from the Milford Bank.

Chairman, Lillian Holmes referred the item of discussion to the Finance Committee.

The October 11, 2009 budget was discussed by Shirley Serrano. She noted that in light of the budget cuts of last year, there may be an underestimate in the cost of health insurance. Also, the line item for donations was discussed and analyzed as a projected amount.

Chairman, Lillian Holmes asked for further questions. Mike Petrucelli asked whether the cut back by Red Cross in medical transportation has affected the transportation budget. Mary Allen Heerema, Bookkeeper, discussed that there was an increase in the need for rides. Janice Jackson suggested limiting the amount of rides in a given month, per person, in light of one particular request from a member for twelve rides in a two month period for medical appointments.

Old Business:

A Motion was entertained by Chairman, Lillian Holmes to table the item of modification to By-Laws until the December 14th board meeting and was moved and seconded.

Executive Director's Report:

Janice Jackson discussed a Certified Resolution to be signed by the Secretary. The purpose of the resolution is to certify that the Board of Directors designates Janice Jackson to execute the contract on behalf of the Milford Council on Aging for the purpose of using Community Block Grant Funds for transportation for the elderly.

Janice Jackson noted the new kiln had come in. The work and the preparation for its installation have not yet been completed by the Public Works Department. When asked Janice also noted that the work on the carpet has not yet resumed.

Janice noted a very successful Veteran's Day event on Sunday, November 8, 2009 and thanked staff members for volunteering their time. Mary Steinmetz, Program Director commented that the event had been the most rewarding in her career at the Senior Center.

Janice also noted that employees will deliver hot turkey dinners donated by Lasses's Restaurant to the homebound clients and also provide transportation to Pop's Restaurant for dinner on Thanksgiving. Shirley Serrano noted a camp out of boy scouts in Wasson Field collecting food for needy people.

The Food Bank Report was discussed by Phil Caporusso, Cynthia DeLuca, and Chairman, Lillian Holmes. Also the operation and employment of staffers was generally discussed.

Chairman, Lillian Holmes inquired of the Transportation Supervisor as to an accident that occurred and the facts of the accident were discussed.

New Business:

Phil Vetro announced the possibility of ending his term as the Aldermanic Liaison to the Milford Council on Aging. He explained that the newly elected Board of Alderman will appoint the new liaisons.

Chairman Lillian Holmes announced that the December meeting would commence at 5:00 p.m. due to the Board and Staff Christmas Party being scheduled after the board meeting.

Chairman, Lillian Holmes adjourned the meeting at 6:34 p.m.

Respectfully submitted,

Joyce Elwell
Milford Council on Aging Secretary