

Milford Council on Aging Meeting Minutes

Monday November 9, 2015, 5:30 p.m.

Call to order: Meeting was called to order at 5:30pm by Lillian Holmes.

- 1. Roll Call:** Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Cynthia DeLuca, Michael Petrucelli, Doreen Fontana, Richard Dowin, Terry Nolan, Shirley Serrano

Absent: Judge Beverly Streit-Kefalas

BOA Liaisons: Absent: Dan German, Dora Kubek

Staff: Janice Jackson, Mary Allen Heerema, Elle Gilbertson, Amanda Barry, Geri Dichkewich, Jim Convery, Sharon Brown

Guests: Lexi - student observing meeting.

- 2. Agenda:** Lillian entertained a motion to approve the agenda with one change, moving item 9a to 3. Phil made the motion and Cynthia seconded. The motion prevailed.
- 3. Presentation by Michael Solakian, CPA** - Michael presented his report of the June 30th audit. He said 2015 was positive and there were no significant deficiencies. He said the report was what he expected. He did remind the staff and board to be diligent about having financial controls in place.
- 4. Minutes:** Lillian entertained a motion to approve the October 13th meeting minutes. Shirley made a motion, Doreen seconded. The motion to approve the minutes prevailed.
- 5. Chairman's Report and Correspondence:** Lillian shared the she represented the board at the Veteran's luncheon at the center. She also said a woman at the luncheon gave her information on the SNAP program. Lillian gave this information to Amanda.

Janice Jackson reported on correspondence received including:

- Thank you from 2 clients that received food and gift certificates.
- Received an email from Wendy Gibbons at Bridges. She and Maren Sanchez's mother brought food to the food bank in honor of Maren.
- Email from Young Womens Club that they have healing shawls that they would like to present to the board for people at the center. Janice said they could present at the Dec. 14th meeting.

Lillian asked about the Dec. 14th meeting. It will be held from 5-6pm.

- 6. Treasurer's Report:** The Treasurer's Reports for October was presented by Phil and Mike. Phil noted there was a third payroll in October. He noted the differences in expenses due to this payroll and paying the liability insurance. A motion was made to refer the Treasurer's reports to the finance committee by Doreen. Phil seconded. The motion prevailed.
- 7. Committee Reports:**
- a. Personnel Committee:** No meeting, no report.
 - b. Finance Committee:** Phil reported that they discussed next year's budget prepared by the staff.

8. Old Business:

- a. **Safety at the Senior Center - moved to next meeting in December.**
- b. **Minimum Wage impact on Adjusted Salary Steps - The new charts were discussed. It was discussed that only the grades/steps that were affected by the minimum wage changes should be adjusted, not all the grades/steps. Phil made a motion that only the grades affected by minimum wage should be adjusted. Shirley seconded. The board voted 7 for, 1 against. The motion prevailed.**

9. Executive Director's Report: Janice Jackson reviewed her written report furnished to the Board for October. There were no questions.

10. New Business:

- a. **Food Bank Donations - Sharon Brown presented a report on the status of the Food Bank. She explained that recent news reports gave an inaccurate view of the state of the food bank. Her report showed how much food has been distributed and how many people have been served. She noted that they did get large donations from the city and Jonathan Law. Cynthia asked about people under 55 using the Food Bank. Sharon explained that people under 55 need a referral from the Human Services Department.**
- b. **City Budget - Phil presented the projected budget for the center. This budget will be submitted to the Finance Department. The Mayor's meeting to discuss the budget is scheduled for December 8th.**

The Chair entertained a motion to adjourn. Phil made the motion and Doreen seconded. The motion prevailed.

There being no other business before the Board, the meeting adjourned at 6:48 P.M.

Respectfully submitted

**Terry Nolan, Secretary
Milford Council on Aging
Board of Directors**