

Milford Council on Aging Meeting Minutes

Monday November 10, 2014, 5:30 p.m.

Call to order: Meeting was called to order at 5:30 p.m. by Cynthia DeLuca, Vice Chairman in the absence of the Chairman.

1. Roll Call: Board Members Present: Dr. Philip Caporusso, Cynthia DeLuca, Michael Petrucelli, Doreen Fontana, Richard Dowin, Terry Nolan, Shirley Serrano, Judge Beverly Streit-Kefalas
Absent: Lillian Holmes, Chairman.

BOA Liaisons: Dora Kubek Absent: Dan German

Staff: Janice Jackson, Mary Allen Heerema, Amanda Barry, Geri Dichkewich, Jim Convery, and Sharon Szturma.

2. Approval of Agenda: Phil Caporusso made a motion to change the order of the agenda, moving item 9 to item 3. Mike Petrucelli seconded the motion. The agenda was approved.
3. New Business: Presentation by Jeff Farber from Paychex. Jeff gave a presentation on HR Essentials. He reviewed various features of the program. He answered questions from staff and the board. Also Sharon Szturma, HR Manager reviewed some of the cost savings by using this program.
4. Minutes: Cynthia entertained a motion to approve the October 14th meeting minutes. Dick Dowin made a motion, Phil Caporusso seconded. The motion to approve the minutes prevailed.
5. Chairman's Report and Correspondence: No chairman's report.

Janice Jackson reported that the center received a flyer about an upcoming Wellness Fair.

6. Treasurer's Report: The Treasurer's Report was presented by Mike Petrucelli and Phil Caporusso. It was noted that a down payment was made on the liability insurance. Phil explained that the negative cash flow number for October was due to 3 payrolls and the liability insurance payment. Phil made a motion to accept the Treasurer's report and Shirley Serrano seconded. The report was referred to the Finance Committee following the prevailing motion.
7. Committee Reports:
 - a. Personnel Committee: No meeting and no report.
 - b. Finance Committee: Phil Caporusso reviewed the budget that was put together by the Center staff. There was some discussion of various items on the projected budget.

Beverly Streit-Kefalas made a motion to accept the projected budget. Doreen Fontana seconded the motion. The motion prevailed.

8. Old Business: Response to the Community Tragedy - Shirley Serrano spoke with Kathy Attruia in the Principal's office at Jonathan Law High School to see what the Senior Center could do for the school. Kathy sent an email to staff to ask if anything was needed. She said she would follow up with Shirley if she received any suggestions. She thanked the board for their interest.
9. Executive Director's Report: Janice Jackson reviewed her written report furnished to the board. Janice noted that the Center applied for and received a grant for \$3,050.00 from the Subaru Share the Love program for a new Meals on Wheels van. Phil mentioned that the United Way of Milford approved a request from the Senior Center of \$2,500.00 for gift cards to distribute to low income seniors for Thanksgiving.
10. New Business:
 - a. Paychex HR Essentials - Phil Caporusso made a motion to sign up for the Paychex HR Essentials program for the Senior Center. Dick Dowin seconded. The motion prevailed.
 - b. Beverly Streit-Kefalas noted that a former board member's (Terri Amann) mother passed away. There was some discussion about donations. Beverly said they are requesting donations for St. Jude's Children's Hospital. It was decided to take a collection at the next board meeting for a donation. Also, the staff will send a sympathy card and inform Terri Amann that a donation in her mother's memory will be sent to St. Jude's Children's Hospital.

There being no other business before the Board, the meeting adjourned at 6:35 P.M.

Respectfully submitted

Terry Nolan, Secretary
Milford Council on Aging
Board of Directors