

Milford Council of Aging Board Minutes
November 12, 2013

Attendance: Philip Caporusso, Cynthia DeLuca, Lillian Holmes,
Michael Petrucelli, Shirley Serrano, Judge Beverly Streit-
Kefalas, Terri Amann, and Vicki Battle.

Absent: Richard Dowin

Aldermanic Liaisons: Bryan Anderson Absent: Paula Smith

The meeting was called to order at 5:32 p.m. by Chairwoman Lillian Holmes

Roll Call was recorded as above.

Agenda Approval: A motion was made to approve the agenda and after a vote, the motion prevailed. Minutes of the Oct. 7, 2013 meeting was voted on and approved.

Chairwoman Report and Correspondence:

December board meeting scheduled to be held at 5:00 PM.

The Audit report is also scheduled for that meeting.

Chair read a card from Mary Steinmetz regarding the gift certificate she received.

The new Program Director for the Milford Senior Center, Amanda Berry was introduced to the Board. Ms. Berry spoke of her background and was well received.

Correspondence Report:

Janice Jackson acknowledged that the Center received an anonymous \$1,000 donation. She also informed the Board that the CT Big List in for view.

Treasurers Report: The attached report was presented by Michael Petrucelli. The amount of payroll weeks in October was clarified. After no further questions or comments the Chair motioned to refer the report to the Finance Committee the motion prevailed.

Personnel Committee: No report.

Finance Committee: The attached report was presented by Phil Caporusso. He shared that the City grant request only represents a 3% increase in the budget which leaves the Center with a negative cash flow.

Old Business: Janice Jackson informed the Board that the new BBI printer is on its way.

Executive Director's Report:

The Board discussed the United Way Campaign, the liability insurance increase of 3%. Aldermanic liaison Bryan Anderson asked about the amount of food deliveries scheduled for Thanksgiving? No estimated results were in yet. The Chair questioned if Social Services were just for Seniors/Food Bank for Milford residents? Cynthia DeLuca questioned who had access to the Food Bank donations? The Board also discussed whether the reporting of the ShopRite gift cards should be in the Social Service Report along with the Food bank report, Gift card sources, whether the Human Resource cards should be separated from ShopRite Food bank cards and whether or not the Meals on Wheels clients receive cards. Phil Caporusso questioned the arrival of next year's budget. The Board discussed at length how/when or if class donations should be allocated. They discussed reimbursements, supplies and the fees associated with them. The Board also discussed one instructor's need to be reimbursed for previously purchased supplies.

The Board discussed specific donations opposed to single donations, how the funds were being used, to offset the Center's costs and how no particular monies were implied towards supplying the classes themselves. The Chair asked what the staff thought the correct protocol would be for the situation. The Board agreed to research any former policy on the matter and to revisit the issue in the December meeting. Judge Beverly Strait-Kefalas suggested a Conclusion/Resolution review of policy/how donations help to defray expenses for the Center.

Other Business: announcement of the Inaugural Ceremony November 20, 2013 at the Veterans Auditorium at Parsons. Vicki Battle announced that she would be singing the National Anthem for the Ceremony.

With no further questions or discussion the motion to adjourn was made and prevailed at 6:34 PM.

Respectfully submitted,

Vicki Battle, Secretary
Milford Council on Aging

