

Milford Council on Aging Meeting Minutes
November 14, 2011

Present: Terri Amann, Phil Caporusso, Cynthia DeLuca, Dick Dowin, Joyce Elwell, Shirley Serrano, Joyce Elwell and Mike Petrucelli.

Absent: Connie Jagodzinski and Lillian Holmes.

Aldermanic Liaison: Phil Vetro was present.

Also present were Janice Jackson and several staff members of the Senior Center.

Vice Chairman, Cynthia DeLuca presided in the absence of Chairman, Lillian Holmes.

Cynthia DeLuca called the meeting to order at 5:30 p.m. and requested a motion for approval and adoption of the October 17, 2011 Minutes with any additions, deletions or corrections Mike Petrucelli so moved and was seconded by Shirley Serrano. A vote was taken and the motion to adopt the minutes was unanimously approved.

Chairman's Report: None in absence of Lillian Holmes

Correspondence:

Janice Jackson shared a request from the Milford Police Department for a donation for their Annual Fund Drive and explained that the least amount of a donation would be \$125.00. There was some discussion by Mike Petrucelli, Joyce Elwell and Phil Caporusso regarding the issue of donating from non-profit organizations. The Vice Chairman then requested a motion regarding the donation and there was a vote against the motion for a donation.

Janice Jackson shared a letter from Bic Pen in response to the Center's request for donation of products to give to new members offering donations of products. She also shared a letter received from one of the Center's members complimenting Social Services Worker, Jean Kaluzynski for all her assistance.

Janice further reported that the Kiwanis Club of Milford donated \$1,000.00 to the Milford Food Bank and shared the associated correspondence from Kiwanis President, Kevin C. McGrath. Janice also reported that she and Jean Kaluzynski attended a presentation at the Jewish Home for the Aging concerning their new Senior Choice at Home Program.

Treasurer's Report:

Treasurer Mike Petrucelli presented his report and discussed the payoff of the Workman's Compensation underpayment of the past year and second quarters Worker's Compensation, as well as the 25% down payment for the Center's Liability Insurance. There was a brief discussion by Phil Caporusso and Bookkeeper, Mary Allen Heerema regarding the reason for the increase for the liability coverage and whether the Center is adequately budgeted.

Mary Allen explained that it has been a particularly difficult year with respect to falls and accidents. There was a brief discussion between Shirley Serrano and Phil Caporusso who suggested the need for safety assessment. Janice discussed issues of kitchen safety with the Kitchen Supervisor who was present.

The Vice Chairman requested any questions regarding the Treasurer's Report. Shirley Serrano inquired as to placement of the Kiwanis \$1,000.00 donation into the checking or Vanguard account and Mary Ellen Heerema noted that it would be added to the checking account. The Vice Chairman then called for a motion to submit the Treasurer's Report to the Finance Committee. Phil Caporusso so moved seconded by Mike Petrucelli. A vote was taken and the motion to refer the Treasurer's report to the Finance committee prevailed.

Committee Reports:

Shirley Serrano, Chairman of the Finance Committee, reported that there had been no Finance Committee meeting.

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

Old Business:

There was a brief discussion regarding the letter from the Planning and Zoning Board that had been discussed during a prior meeting. The consensus was that that no response is required.

Executive Director's Report:

Janice Jackson explained that representatives of the United Way of Milford attended a Center staff meeting to ask for contributions to the United Way. She also reported that flu shots were administered on October 3rd and 5th, and stated that the number of shots given at the Center were down from previous years due to the many different locations where flu shots are now administered. Janice also reported that she attended the Mayor's meeting for distribution of the new budget packets. Janice also discussed a letter to Peter Spaltoff at United Way requesting funding for a driver to transport members to the Senior Center on Sunday afternoon.

She also discussed the audit by accountant, Michael Solakian and stated that he complimented our bookkeepers, Elle Gilbertson and Mary Allen Heerema for their good work. Janice reported that Michael Solakian will present the Audit at the December 12th Board meeting before the Board and Staff Christmas Party. Janice Jackson also reported that she and the Bookkeepers met with the Center's Insurance Agent, Michael Albacherli, and noted that the Center's liability insurance premiums have decreased. Janice Jackson also reported that she and Jean Kaluzynski attended a program at the Jewish Home for the Elderly.

New Business:

Janice discussed that the City's Human Services Department requested funds from the Milford Food Bank for assistance during the holidays and asked that the Shop-Rite account be replenished. A discussion of this request was requested by the Vice Chairman. Phil Caporusso requested that these slated funds be budgeted carefully. There was discussion regarding the fact that increased funds had been distributed in the recent past due to two natural disasters. The Vice Chairman discussed the current level of accounts and her concerns that winter is approaching and oil may be needed. Terri Amann suggested replenishing the Shop-Rite account in an amount not exceeding \$2,000.00. Phil Caporusso suggested limiting the replenishment to \$1,000.00. He commented that there had been \$5,000.00 in Food Bank expenditures in September and requested an accounting of those expenditures. Mary Allen Heerema offered a breakdown of the Food Bank expenses. Phil Caporusso, Shirley Serrano, and Cynthia DeLuca discussed the importance of honoring requests during the holidays but with the establishment of a budget so as to not deplete the resources. After some general discussion, the consensus of the Board was that help will be afforded up to \$1,000.00 to bring the Human Services account up to \$1,500.00. Cynthia DeLuca emphasized the need to help those requiring help temporarily. Phil Caporusso stated that a "bridge is needed" which should be the goal in making funds available. Cynthia DeLuca then called for a motion to add \$1,000.00 to the account. Phil Caporusso so moved and was seconded by Mike Petrucelli. A vote was taken and the motion prevailed.

Janice Jackson explained that a Resolution was to be signed by the Secretary. The purpose of the resolution was to authorize Janice Jackson to execute a contract with the City for Community Development Block Grant funds and for establishing certain liabilities and responsibilities. The text of the resolution was shared and Secretary Joyce Elwell signed the resolution.

Phil Caporusso reported that he shared the Center's new contract with its accountant with an acquaintance for the purpose of obtaining an opinion regarding some of the provisions. Phil reported that it was explained to him by the accountant consulted, that certain language in the contract is mandated by the accountant's professional liability insurance carrier. In further discussion of New Business Shirley Serrano questioned the issue of absent volunteers at the Ahrens Program as was noted in the Ahrens Program Monthly Report on page 23 of the Board's packet.

There was a discussion by Cynthia DeLuca, Shirley Serrano, and Joyce Elwell regarding the quality of programs, including the Ahrens Program, as that quality is affected by the absence of volunteers, Joyce Elwell inquired into the staffing requirements of the Ahrens Program and Janice Jackson explained how the program is covered by personnel and volunteers.

The Vice Chairman requested any other items of New Business for discussion and in response Phil Vetro announced the end of his tenure as Aldermanic Liaison to the Council on Aging due to the fact that he was now going to be serving as Aldermanic Chairman. He thanked the Board for his time with the Center as liaison and explained that there will be new aldermanic liaisons appointed to the Council on Aging.

Having requested any other items to come before the Board and having heard none, the Vice Chairman called for adjournment. The meeting adjourned at 6:20 pm.

Respectfully submitted,

Joyce Elwell,
Secretary. Milford Council on Aging