

Milford Council on Aging Board Meeting Minutes
December 8, 2008

Members Present: Karen Craig, Cynthia DeLuca, Joyce Elwell, Lillian Holmes, Mike Petrucelli, Shirley Serrano, Dick Dowin, Phil Caparusso, Terri Amann, and Alderman Phil Vetro.

Absent: Also in attendance were Janice Jackson and the staff members of the Milford Senior Center.

Meeting was called to order at 5:05 p.m. Chair entertained a motion for adoption of the Minutes.

Adopted agenda with re-ordering of item 6 to item 2.

Michael Plude, CPA gave a status presentation regarding the finances and expenses of the Center. He stated that the Center looked at its expenses very carefully this year. Revenues started to exceed expenses and the Center had a financial turn around. The Center is spending all funds it obtains but is solvent. The accountant presented graphs regarding revenues, expenses, analysis and a comparative expense analysis for 2007 vs. 2008. He discussed Major expenses such as benefits, rent, and legal fees. He complemented the administrative management and stated that for a non-profit organization the Center was operating lean and mean. Net income was utilized to purchase a vehicle and capital lease on telephone system was paid down. He noted that the year was uneventful with no major problems or events. He also stated he would like to get management more involved with next years audit coming in throughout the year. He complemented the staff for their conscientious assistance and stated that they are phenomenal to work with.

Chair Lillian Holmes entertained a motion to adopt the audit. Mike Petrucelli so moved and the motion was seconded and adopted unanimously.

Chair Lillian entertained a motion for adoption of the November 17, 2008 Minutes. Joyce Elwell noted that an explanation as to the purpose of the Executive Session if that date was omitted in error.

Correspondence:

Janice Jackson noted correspondence from the Mayor requesting information as to other agencies using the Senior Center for their meetings. Also a memo from the Agency on Aging suggesting a different nutrition program. Also a note regarding Lifetime Achievement Award received by an RSVP volunteer in the Ahrens Program. Also a letter from the Mayor regarding the Senior Center drainage project.

Treasurer's Report:

Mike Petrucelli presented his report. Shirley Serrano inquired as to the line item for the food bank and asked how funds get into the food bank? Janice Jackson explained the means by which the funding occurs. She noted that all donors receive a thankyou letter. Lillian Holmes requested a motion that the treasurer's report be referred to the Finance Committee. Mike Petrucelli seconded.

Committee Reports:

Finance Committee: Shirley Serrano reported no meeting.

Personnel Committee: Cynthia DeLuca reported no meeting.

Executive Director's Report:

Janice Jackson reported that Lisa Arneth was leaving her position as HR Manager on December 11th and she will be replaced by Sharon Szturma. Sharon has a great deal of experience with employee relations. Shirley Serrano inquired as to whether the Policies and Procedures Manual would be completed and was advised by Janice that it would be. One suggestion made by Attorney, Marilyn Lipton would be incorporated ie. When the Center is closed employees would not be charged for a day off. There was a discussion regarding the validity of charging an employee for the day off if they were scheduled to work. Chair Lillian Holmes suggested that this issue should be referred back to the Personnel Committee. Shirley Serrano asked whether the bookkeepers could estimate what the financial impact of this issue is.

Janice requested a Mutual of America resolution to be signed by the Secretary or the Board Chairman before January 1, 2009 pursuant to 403 (b) Tax Deferred Annuity regulations and written plan requirements which the Secretary, Joyce Elwell signed.

Janice also showed a memorandum from the Mayor's office regarding its need to move forward with the drainage project on Jepson Drive. Lillian Holmes noted that in accordance with the newspaper article, the activities at the Center would not be disturbed.

Janice thanked all employees involved with helping seniors over the Thanksgiving holiday regarding delivering meals and transporting seniors to Pop's Restaurant. Lillian Holmes commented that the Board also appreciated their help. Mike Petrucelli noted that thank you letters should be sent and placed in their files.

New Business:

Chairman Lillian Holmes discussed confusion over rescheduling of meeting dates and requested a general consensus regarding re-scheduling of meetings postponed because of holidays. Phil Caparusso suggested a calendar be published as soon as possible.

Chairman Lillian Holmes noted the general consensus that the re-scheduled meeting be held the following Monday. Janice Jackson commented that a listing of the board meeting dates will be distributed at the January, 2009 board meeting.

Chairman Lillian Holmes requested any further business and heard none and called for the meeting to adjourn. Mike Petrucelli called for a motion to adjourn, seconded by Shirley Serrano.

Meeting adjourned at 4:55 p.m.