

Milford Council on Aging Meeting Minutes

Monday, December 8, 2014, 5:00 p.m.

Call to order: Meeting was called to order at 5:08 p.m. by Lillian Holmes, Chairman.

1. Roll Call: Board Members Present: Philip Caporusso, Cynthia DeLuca, Michael Petrucelli, Doreen Fontana, Shirley Serrano.

Absent: Judge Beverly Streit-Kefalas, Richard Dowin, Terry Nolan

BOA Liaisons Absent: Dora Kubek, Dan German

Staff: Janice Jackson, Mary Allen Heerema, Elle Gilbertson, Amanda Barry, and Geri Dichkewich

2. Approval of Agenda: Shirley Serrano made a motion to change the order of the agenda, moving item 9A to item 2. Cynthia DeLuca seconded the motion. The agenda was approved.
3. New Business: Presentation by Michael Solakian, CPA, on the Milford Council on Aging audit. He reviewed his report along with recommendations on policies and procedures that are optional to implement. He answered questions from staff and the board. Phil Caporusso suggested staff review the report and discuss at the January board meeting under new business. Phil made a motion to adopt the audit report. Michael Petrucelli seconded.
4. Minutes: Lillian Holmes entertained a motion to approve the November 10th meeting minutes. Phil Caporusso made a motion, Michael Petrucelli seconded. The motion to approve the minutes prevailed.

5. Chairman's Report and Correspondence: Lillian Holmes did not have a report but reminded board members that have received a letter of their appointment to the board expiring on 12/31/14 to contact the Mayor's office. The board members this pertains to are: Phil Caporusso, Michael Petrucelli, and Judge Beverly Streit-Kefalas.
6. Treasurer's Report: The Treasurer's Report was presented by Michael Petrucelli. Michael Petrucelli made a motion to accept this report, and Phil Caporusso 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: No meeting and no report. However, Phil Caporusso stated that he will attend the City budget meeting with the Executive Director and the bookkeepers on December 10th.
8. Old Business:
 - a. The Women's Club will attend to the January Board meeting to present their donation of healing shawls.
 - b. There will be a collection at the next board meeting for former board member Terri Amann, due to the death of her mother. The donation collected will be sent to St. Jude Children's Hospital.
9. Executive Director's Report: Janice Jackson reviewed her written report to the board. Janice brought our attention to the Community Development Block Grant Resolution to authorize the Executive Director to sign the agreement.
10. New Business: Janice Jackson noted the attached Certified Resolution for the Community Development Block Grant (CDBG) will be signed by Terry Nolan, the board secretary. Shirley Serrano made a motion to accept the Certified Resolution for the CDBG. The motion was seconded by Phil Caporusso. The motion prevailed.

There being no other business before the Board, the meeting adjourned at 5:50 P.M.

Respectfully submitted,

Doreen Fontana, Secretary Pro Tem
Milford Council on Aging Board of Directors