

Milford Council on Aging Meeting Minutes
December 14, 2009

Members present: Teri Amann, Phil Caparusso, Karen Craig, Cynthia DeLuca, Joyce Elwell, Lillian Holmes, Shirley Serrano, and Mike Petrucelli.

Also in attendance were Janice Jackson and other staff members of the Milford Senior Center. Aldermanic Liaison, Phil Vetro was also present.

Excused : Dick Dowin

Chairman Lillian Holmes called the meeting to order at 5:05 pm and entertained a motion for adoption of the November 9, 2009 minutes. Lillian asked for any changes, additions or deletions and having heard none, Mike Petrucelli made a motion to accept the November minutes. Shirley Serrano seconded the motion and the minutes were adopted.

Chairman Lillian Holmes stated that Dick Dowin called and stated he would be unable to attend the Board meeting. Lillian expressed the Board's appreciation and gratitude to the staff at year's end for all they do. Lillian also thanked Alderman Liasions, Phil Vetro and Judith Toohey for all their assistance as aldermanic liasons during the past year.

Correspondence:

Janice Jackson discussed a letter from Lisa Diamond Graham, Executive Director of the Human Services Department, thanking Al Salamanca, Food Bank Manager for his cooperation in assisting clients with food for Thanksgiving. Janice also discussed that she received an email from Toni Dolan, Executive Director of the Beth El Center, thanking the Center's employees for increasing their United Way donations over what they gave last year.

Treasurer's Report:

Treasurer, Mike Petrucelli presented his report. He discussed the figures generally and noted that there had been five payrolls in October. The Chairman requested questions. Phil Caporusso noted the line item for the Crystal Clear Water Unit and inquired as to the amount the Center pays for rental. He suggested keeping an eye on the rental cost as that cost compares to the outright purchase of a water system.

Cynthia DeLuca referenced the coffee and soda line item and remarked that there is a great monthly expense for coffee. There was a discussion among board members and staff regarding the cost of soda and Janice Jackson stated that the Senior Center is no longer offering soda but will continue to offer free coffee and tea to its members. A short discussion on the elimination of soda, due to nutritional issues, was offered by Janice.

The Chairman entertained a motion to refer the Treasurer's Report to the Finance Committee. Karen Craig so moved and the motion was seconded by Phil Caporusso.

Committee Reports:

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

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

Old Business:

Secretary Joyce Elwell presented the proposed Amendments to Article II of the By Laws and shared copy of the finalized amendments. Chairman Lillian Holmes requested a motion to approve and a vote of approval by 2/3 vote was obtained and the motion passed.

Executive Director's Report:

Janice discussed her attendance at the December 8th City Budget meeting. Janice also informed the group that she received a call from Annette Bailey, PhD, a Social Work Field Coordinator at Sacred Heart University. Dr. Bailey requested that she accept a Social Work student intern for the Spring 2010 semester. A short discussion then ensued regarding the insurance issues related to such placement.

Janice thanked all the employees who worked on Thanksgiving including Marie Vaughn, Bonnie McAllen, Geri Dichkewich, Bob Jessel, and Rick George. Janice also informed the board that she and the bookkeeper met with the new accountant, Michael Solakian and gave him a tour of the Center. Michael sent a rough draft concerning the Center's audit and Janice explained that she is waiting for him to confirm a presentation of the audit to the Board at the January meeting.

Janice thanked Mary Steinmetz for all her efforts in helping to coordinate the Safety Fashion Show at the Connecticut Post Mall. Janice then discussed the status of the Center's renovations including the removal of old carpet, the abatement process, and the installation of new tile. Janice also discussed the carpentry and electrical work and related supplies needed before the installation of the Center's new ceramic kiln could be completed.

Janice thanked Phil Caporusso for the information he forwarded to Mary Allen Heerema, Bookkeeper, regarding copiers and mentioned they had purchased two for the Center.

New Business:

Chairman Lillian Holmes thanked the bookkeeping staff for compiling information with which the Board could make decisions regarding investing the Center's funds. Lillian asked whether this matter should be referred to the Finance Committee and all agreed that the information should be so reviewed. Phil Caporusso discussed an example of how one fund could result in estimated growth of \$1300.00 per month. Cynthia DeLuca made a motion to refer the financial packet to the Finance Committee and the motion was seconded by Phil Caporusso. Mike Petrucelli suggested that Phil Caporusso attend the Finance Committee meetings.

Lillian Holmes again thanked Phil Vetro for serving as Aldermanic Liaison. Phil mentioned that Pam Staneski will serve as the second Aldermanic Liaison.

Shirley Serrano asked that all note her email requesting collection of hats and coats for her grandson's scout troop to be donated to the Clothes Closet.

Chairman Lillian Holmes asked whether there were any questions or additional items. Having heard none she called for a motion to adjourn. Cynthia DeLuca so moved and the motion was seconded by Mike Petrucelli.

The meeting adjourned at 5:35 p.m.

Respectfully submitted,

Joyce Elwell, Secretary