

**Milford Council on Aging Meeting Minutes**  
***Monday December 14, 2015, 5:00 p.m.***

Call to order: Meeting was called to order at 5:05pm by Lillian Holmes.

- 1. Roll Call:** Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Cynthia DeLuca, Michael Petrucelli, Richard Dowin, Terry Nolan, Shirley Serrano, Judge Beverly Streit-Kefalas

Absent: Doreen Fontana

BOA Liaisons: Bill Bevan    Absent: Ellen Beatty

Staff: Janice Jackson, Mary Allen Heerema, Elle Gilbertson, Amanda Barry, Geri Dichkewich, Jim Convery, Sharon Szturma

- 2. Agenda:** Lillian entertained a motion to approve the agenda with one change, moving item 9b to 2. Phil made the motion and Dick seconded. The motion prevailed.
- 3. Presentation by the Milford Young Women's Club** - Dr. Telka diFate, President of the club and members presented the board with healing shawls that they created for the senior center. The members each introduced themselves and gave us information about the project.
- 4. Minutes:** Lillian entertained a motion to approve the November 9th meeting minutes. Shirley made a motion, Mike seconded. The motion to approve the minutes prevailed.
- 5. Chairman's Report and Correspondence:** Lillian circulated a letter from Beth El Shelter asking for donations.

Janice Jackson reported on correspondence received including:

- a donation of \$3,486 from Whole Foods for the Food Bank.
- a thank you from a Yale nursing student who for the center's help in her research about Qigong exercise.

- 6. Treasurer's Report:** The Treasurer's Reports for November was presented by Phil and Mike. Phil noted that the city's grant was higher this month. Elle explained that the center had not been receiving the correct amount each month and an adjustment had been made to recoup the shortage. Phil also asked about a Paychex expense and Elle said she had resolved the issue. A motion was made to refer the Treasurer's reports to the finance committee by Mike. Shirley seconded. The motion prevailed.

**7. Committee Reports:**

- a. **Personnel Committee:** No meeting, no report.
- b. **Finance Committee:** Phil reported that he met with the Mayor and staff about the budget and that the Mayor will be presenting the proposed budget (with a 1% increase) to the Board of Alderman.

**8. Old Business:**

- a. **Safety at the Senior Center** - Beverly spoke with the organization that ran a program for the court where she works but they only do the safety program for judicial offices not municipal. She did reach out to the Milford Police department and is waiting to hear back from them.
- b. **Minimum Wage impact on Adjusted Salary Steps** - The revised charts were distributed with just the grades/steps changed that will be affected when the minimum wage changes. Phil made a motion to accept the revised charts. Dick seconded. The motion prevailed.

**9. Executive Director's Report:** Janice Jackson reviewed her written report furnished to the Board for November. Lillian asked about the partnership with Carriage Green Assisted Living facility. Janice said she was waiting for more information from Carriage Green.

**10. New Business:**

- a. **Community Development Block Grant Certified Resolution** - Beverly made a motion to accept the Certified Resolution for the CDBG. The motion was seconded by Shirley. The motion prevailed.

Lillian noted that this was the last meeting for the calendar year. She expressed the board's appreciation for all the hard work done by the staff throughout the year. Lillian also mentioned a free event in tribute of Dr. Martin Luther King that would take place in January at City Hall.

The Chair entertained a motion to adjourn. Shirley made the motion and Phil seconded. The motion prevailed.

There being no other business before the Board, the meeting adjourned at 5:38 P.M.

Respectfully submitted

Terry Nolan, Secretary  
Milford Council on Aging  
Board of Directors