**Milford Council on Aging Meeting Minutes, Monday, January 11, 2021, 5:30 p.m.**

**Call to order:** Meeting was called to order by Leonora Rodriguez at 5:32 p.m. The meeting was conducted through the Zoom platform. Participants connected via computer and telephone.

1. **Roll Call:** Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Shirley Serrano, Gloria Lanna, Mary Beth Stickley, Dick Dowin, Benjamin D. Gettinger, Linda Stephenson.

Staff: Leonora C. Rodriguez, Executive Director, Liz Kassey, H.R. Manager, Phyllis Leggett, Accounting Coordinator,

Amanda Berry, Program Director, Jim Convey, Transportation Supervisor, Robyn Segal, Food Bank Coordinator.

 Aldermanic Liaison: Connie Gaynor

1. **Election of Officers:** Lillian Holmes for Chairman- nominated by Dick Dowin, seconded by Shirley Serrano, was unanimously approved. Phil Caporusso for Vice-Chairman- nominated by Lillian Holmes, seconded by Dick Dowin, was unanimously approved. Shirley Serrano for Treasurer- nominated by Dick Dowin, seconded by Phil Caporusso, was unanimously approved. Mary Beth Stickley for Secretary- nominated by Phil Caporusso, seconded by Gloria Lanna, was unanimously approved. Gloria Lanna for Assistant Treasurer- nominated by Phil Caporusso, seconded by Shirley Serrano, was unanimously approved.
2. **Approval of Agenda:** Lillian entertained a motion to approve the agenda. Shirley made the motion to approve the agenda and was seconded by Phil. The motion prevailed.
3. **Minutes**- Lillian entertained a motion to adopt the December 14th minutes with a change of wording to item #11. Gloria made the motion to accept the minutes and Dick seconded the motion. The motion prevailed. Mary Beth will email the corrected minutes.
4. **Chairman’s Report and Correspondence:** Lillian wished everyone a Happy New Year. She congratulated all the newly appointed officers. She thanked Leanora for the beautiful plants that the board members received during the holiday. Amanda received a donation with a note from the Walnut Beach Association. A staff member conveyed her appreciation for the employee recognition received. Lillian gave special thanks to Amanda and the Center’s Transportation Department for all their hard work.
5. **Treasurer’s Report:** Shirley read the report. Phil noted that the line item regarding health insurance was increased. He also noted that there was a third payroll for December. He requested clarification on item number 6340 regarding phone service and noted that the phone service had doubled. Phyllis clarified that it was a one- time service fee. Leonora added they had moved some offices, so this increase would only be for December. Lillian requested a motion to refer the report to the Finance Committee. Dick made the motion and Phil seconded. The motion prevailed.
6. **Committee Reports:**
	1. Finance: Phil held a quick finance meeting prior to our meeting this evening. They discussed conservative investments and reviewing how much money they would need in the operating fund. Phil made a motion to take the CDARS money out of the Milford Bank and move it into Edward Jones Financial as discussed at last month's meeting the motion was seconded by Mary Beth and the motion prevailed Gloria asked who would contact Mr. Ucci. Phil noted he would contact Mr. Ucci tomorrow to begin the process of transferring the money.
7. **Old Business:** None, at this time.
8. **Executive Director’s Report:** Leonora Rodriguez reviewed her submitted written report. Leonora and Phyllis shared that they were in the process of completing the documents for the auditor. The auditor had some questions that needed to be clarified and Phyllis would be completing the work over the next several weeks. Phil asked if Phyllis needed additional support and suggested we hire an accountant on a part time basis to assist in completing the audit. Phyllis felt she could complete the work with the extra time. Lillian asked about the Walnut Beach Association donation to the Center. The Association held a fundraiser on Facebook and requested the funds be given to recipients of the Senior Center.
9. **New Business:**
	1. Meals on Wheels’ vehicle: Signature for deposit ($30,400.00) is needed. Leonora shared the amount for half of the vehicle and noted that half of the money would come from a grant. She stated they only needed the signature to move forward.
	2. Request for approval to purchase new minivan: The van is aging out and has been serviced twice in the last few months. Jim Convey (Transportation Supervisor) located a 2019 minivan with 39,000 miles, in very good shape. The Center could purchase the van for $16,400.00. It is a certified preowned vehicle.
	3. Technology upgrade- updated quotes: Leonora provided an explanation for each quote she had received Linda made the motion to go forward with E-squared. The motion was seconded by Dick and the motion prevailed.
	4. Request for approval to purchase new refrigeration unit for Milford Food Bank: Robyn Segel, Food Bank Coordinator shared two refrigerated units to be decided upon which would be purchased. Phil made the motion which was seconded by Gloria to purchase the refrigerators.
	5. New programs development: STAY (Senior Technology Assistance for You!), Gen Friends Pen Pal Pilot, Milford Food Bank fresh food section: Leonora and Amanda provided a quick update about each program to be implemented over for the next couple of months.
10. Adjournment: Lillian thanked Leonora and her staff for keeping the community well informed (eblasts, social media, colorful monthly bulletin. The Chair entertained a motion to adjourn the meeting. Phil made the motion, seconded by Linda. The motion prevailed.

Lillian adjourned the meeting at 7:17pm.

 Respectfully submitted

 Mary Beth Stickley, Secretary, Milford Council on Aging Board of Directors