**Milford Council on Aging Meeting Minutes, Tuesday, October12, 2021, 5:30 p.m.**

**Call to order:** Meeting was called to order by Lillian at 5:30 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, Mary Beth Stickley,

Benjamin D. Gettinger.

Absent: Gloria Lanna, Linda Stephenson

 Staff: Leonora C. Rodriguez, Executive Director, Liz Kassey, H.R. Director, Phyllis Leggett, Bookkeeper, Amanda Berry,

 Program Director, Denise Arpino, Transportation Director

 Aldermanic Liaisons: Ward Willis, Connie Gaynor

1. **Approval of Agenda:** Lillian entertained a motion to approve the agenda. Phil made the motion. Shirley seconded the motion, and the motion prevailed. The agenda would be reordered to add a presentation to retired Board member, Dick Dowin.
2. **Minutes**- Lillian entertained a motion to adopt the September 12th minutes. Hearing no corrections, Shirley made the motion to accept the minutes and Phil seconded the motion. The motion prevailed.
3. **Chairman’s Report and Correspondence:** Lillian noted that she, Phil, and Mary Beth attended the September 16th Staff Appreciation activity. She recognized Leonora for her good work and thanked the Center’s staff for their work as well. On September 22nd, a retirement party was held to honor Rita Whiskeyman for her 29 years of service. Correspondence included thank you notes sent by Rita for her party, and by Kelly Wasserman and family, for assistance in acquiring a wheelchair.
4. **Treasurer’s Report:** Shirley read the report. Hearing no further questions or comments, Lillian requested a motion to refer the report to the Finance Committee. Phil made the motion and Shirley seconded. The motion prevailed.
5. ***Committee* Reports:**
	1. Finance: No meeting/ no report. Leonora will email possible dates for the committee to convene.
	2. Personnel: No meeting/ no report
6. **Old Business:**
	1. Flood damage- Billiards room update- Leonora noted the room is still closed and drying out. The carpeting has been removed, and a tile floor will be installed. The pool tables will need to be moved properly and leveled. This should take a couple of weeks to complete.
	2. Transportation- Vehicle update – A 2018 Dodge Caravan was purchased for $20,000.00. Two old buses were sold for $5,000.00. A new driver was hired to expand grocery runs, and rides to doctor appointments.
7. **Executive Director’s Report:** Leonora Rodriguez reviewed her submitted written report highlighting most prominent areas. Lillian commented that there were lots of new members at the Center. and explored reasons for the increase. Phyllis thought perhaps the new computer system is more accurate and accountable.
8. **New Business:**
	1. Transportation: Medical transportation radius- the Center’s Board and Staff discussed increasing the radius to take Milford residents to doctor’s appointments within a 7 mile radius of Milford. A decision was made to try it and can be amended it if it doesn't work in the best interest of the Center. Shirley made the motion and Phil seconded. The motion prevailed.
	2. New Hires and Open positions- Leonora shared openings for the following positions: Transportation Driver, Social Service Worker, Social Media Curator, Ahren’s Coordinator, Payroll Clerk, Kitchen Assistant and Table Clerk. The jobs are posted on the Senior Center website.
9. **Executive Session:** The Board moved to Executive Session at 6:17p.m. to discuss a non-resident membership request.

A motion was made by Phil to move out of Executive Session and was seconded by Mary Beth. The motion prevailed at 6:39p.m.

1. **Adjournment-** Phil made the motion to adjourn the meeting, seconded by Shirley, was unanimously approved. Lillian adjourned the meeting at 6:39pm.

Respectfully submitted,

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