

**Milford Council on Aging Meeting Minutes, Monday, 14, 2022, 5:30 pm**

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

1. **Roll Call: Board Members:** Lillian Holmes, Dr. Philip Caporusso, Mary Beth Stickley, Shirley Serrano, Gloria Lanna, Linda Stephenson, Benjamin D. Gettinger,  
**Staff:** Leonora C. Rodriguez, Executive Director, Phyllis Leggett, Accounting Coordinator, Amanda Berry, Program Coordinator, Paul Carroza, Human Resource Manager  
**Alderman Liaisons:** Ward Willis      **Absent:** Dan German
2. **Approval of Agenda:** Lillian entertained a motion to approve the agenda for November. Gloria made the motion. Linda seconded, and the motion prevailed.
3. **Approval of Minutes October 11th minutes** - Lillian entertained a motion to approve and adopt the edited minutes to the end of the agenda. Phil made the motion, seconded by Shirley and the motion was approved. The minutes failed to include the discussion of Richard Dowin's ceremony.
4. **Chairman's Report and Correspondence:** Lillian noted that Richard Dowin passed on Christmas Eve 2021. The discussion began regarding his tribute in January of 2022. An ad hoc committee was formed to plan his tribute. Further discussion on this matter will be continued in **Old Business, 7 a.**  
Lillian noted there was no correspondence this month.
5. **Treasurer's Report:** Shirley read the report. Phil spoke with Phillip Ucci at Edward Jones about moving some money into their checking account. Their checking account yields 3% and is liquid.  
Gloria noted that in the department reports starting on page 13 she would like to see a correction to how the years were noted and will be reflected in all reports moving forward.. She requested 2022 before 2021 on each of the charts. Lillian requested a motion to refer the report to the Finance Committee. Shirley made the motion and Phil seconded. The motion prevailed.
6. **Committee Reports:**
  - a. Finance: No meeting/ no report Phil and Leonora will hold a meeting prior to the next Board meeting,
  - b. Personnel: No meeting/ no report
7. **Old Business:** a. Update- Richard Dowin Tribute:  
The ad hoc committee are still looking for a picture of Richard Downen for the plaque. Leonora has some for the committee. Lillian wants this expedited.  
b. Vehicle Radios-Marcus Communications: 10 radios have been ordered plus two base units for our vehicles. The installation of these vehicles takes 3 hours per vehicle. These radios will be leased over a five-year period, with the option to buy out. The cost to lease the radios is \$540 per month.
8. **Executive Director's Report:** (see attached) Leonora Rodriguez read her report. Leonora reviewed the revised/new protocols for COVID, sharing that she wanted to be proactive with mask regulations. Lillian thanked and recognized Leonora and her staff for their continued efforts to keep everything safe and running smoothly. Lillian asked if there were any other questions or concerns regarding the other reports. Phil questioned a company that had been secured to revise job descriptions and review salaries. Nothing has been done yet. Paul Carroza noted that he was reviewing the Center's policies and has already completed a first draft.
9. **New Business:** None
10. **Adjournment-** Lillian thanked everyone. Linda made the motion to adjourn the meeting at 6:05 p.m., seconded by Shirley, and unanimously approved. Lillian adjourned the meeting at 6:05 pm.

Respectfully submitted,

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

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Milford City Clerk