

Milford Council on Aging Meeting Minutes, Monday, February 13, 2023, 5:30 pm

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:** Lillian Holmes, Mary Beth Stickley, Gloria Lanna, Shirley Serrano, Stephen Beres

Absent: Benjamin D. Gettinger, Dr. Philip Caporusso, Linda Stephenson

Staff: Leonora C. Rodriguez, Executive Director, Phyllis Leggett, Accounting Coordinator, Paul Carroza, Human Resource

Manager, Amanda Berry, Program Director

Alderman Liaisons: Absent: Ward Willis Dan German

- 2. Approval of Agenda:** Lillian entertained a motion to approve the agenda for January. Gloria made the motion. Shirley seconded, and the motion prevailed.

- 3. Approval of Minutes for January 9th** Lillian entertained a motion to approve and adopt the minutes with no corrections. Shirley made the motion, Gloria seconded, and the motion prevailed.

*Lillian requested we move #10 on the agenda to # 5. Lillian entertained a motion to approve to approve agenda # 10 to # 4. Mary Beth made the motion, Shirley seconded, and the motion prevailed.

- 4. New Business:** Presentation of the draft of the audited financial statements by Peter Kaufman, Auditor
Peter reviewed his report. He noted that the result was the highest level of passing. He commended the Center staff

(Leonora, Phyllis and Amanda) for their cooperation, collaboration, and assistance in completing the report. He also

noted the Center to be financially sound and highlighted the continued support from the City of Milford.

- 5. Chairman's Report and Correspondence:** Lillian thanked Peter Kaufman for his comprehensive audit report. No report. No correspondence.

- 6. Treasurer's Report:** Gloria read the report because Shirley lost the call. Lillian requested a motion to refer the report to the Finance Committee. Gloria made the motion and Mary Beth seconded. The motion prevailed. Gloria questioned the net income at the bottom of page 3. Phyllis will insert a 1 to the net Income.

RECEIVED

- 7. Committee Reports:**

a. Finance: no meeting/ no report

b. Personnel: no meeting/ no report

MAR 16 2023

- 8. Old Business:** Richard Downen Tribute

Still trying to locate a "plaque worthy" picture of Richard.

MILFORD CITY CLERK

- 9. Executive Director's Report:** (see attached) Phyllis Leggett read the report for Leonora. Lillian asked if the new phone system had begun, and Leonora responded affirmatively. Paul provided an update on promising progress in hiring needed staff. Leonora shared that exterior lights and an extra camera for the parking lot were requested from the City. Unfortunately, her car was stolen.

- 10. Adjournment-** Lillian thanked everyone. Mary Beth made the motion to adjourn the meeting at 6:33 p.m., Gloria

seconded, and unanimously approved. Lillian adjourned the meeting at 6:33 pm.

Respectfully submitted,

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