Milford Council on Aging Meeting Minutes, Monday, February 8, 2021, 5:30 p.m.

**Call to order:** Meeting was called to order by Lillian Holmes at 5:42 p.m. The meeting was conducted through the Zoom platform. Participants connected via computer and telephone.

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

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

Program Director

Aldermanic Liaisons: Ward Willis, Connie Gayner

1. **Approval of Agenda:** Lillian entertained a motion to approve the agenda. Dick made the motion and was seconded by Shirley. The motion prevailed.
2. **Minutes**- Lillian entertained a motion to adopt the January 11th minutes. Gloria made the motion to accept the minutes and Shirley seconded the motion. The motion prevailed.
3. **Chairman’s Report and Correspondence:** Lillian congratulated Amanda for being honored in the Staff Spotlight section of the February newsletter. She also wanted to document that the zoom meeting will occur using the same link: <https://us02web.zoom.us/j/85287100828>?Pwd=S3picVpZKYkVDZ1Ara1FjS2NldHFaZz09 (as indicated in the email Lillian sent out on 2/8/2021 at 4:09 p.m.) **for all remaining meetings through June 2021**. No correspondence was received this month.
4. **Treasurer’s Report:** Shirley read the report. Gloria questioned the time-period for keeping money in current accounts. Phyllis responded that the money would stay in the current checking account until they received more information about the investment transfer. She also noted that Phil would be added as a check signer. Lillian requested a motion to refer the report to the Finance Committee. Mary Beth made the motion and Dick seconded. The motion prevailed.
5. **Committee Reports:**
   1. Personnel: No meeting/ no report
   2. Finance: No meeting/ no report
6. **Old Business:** Regarding the minivan discussed at the last meeting, Leonora informed the board that the vehicle had been sold and was no longer available. Prior to it being sold, Leonora sent out an email requesting feedback from the Board to move forward on purchasing the vehicle and did not receive a response. Certain board members noted that they did respond, though it was not received by Leanora. Moving forward, Leanora will send an email and follow up with a phone call to make sure all responses are received.
7. **Executive Director’s Report:** Leonora Rodriguez reviewed her submitted written report. Linda asked if funding received by the Senior Center from the City will be decreased due to the lower number of some of the services provided overall in 2021. Leanora said there would be no impact. Lillian wanted to know about the status of the refrigeration units to be purchased by the center. Leanora is doing some measurements and trying to make sure that the units will be delivered and installed properly. Gloria asked about the tax people that come in and help seniors and the protocols that would be followed to assist in tax preparation. Amanda shared that AARP will begin on Thursday mornings, February 18th 2021. People will be able to drop off their paperwork and either stay in their cars and wait for it to be completed or leave and come back to pick up their completed tax forms. Lillian asked about the updated technology that will be completed by Esquared and Andrew . Leanora shared that all work will be completed by the end of February 2021.
8. **New Business:** None
9. **Adjournment:**  The Chair entertained a motion to move to adjourn.

Dick made the motion and was seconded by Gloria.

Lillian adjourned the meeting at 6:19 pm.

Respectfully submitted,

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