**Milford Council on Aging Meeting Minutes, Monday, April 10, 2023, 5:30 pm**

**Call to order:** Meeting was called to order by Phil 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

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

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

Manager Absent: Amanda Berry, Program Director

**Alderman Liaisons:** Dan German Absent: Ward Willis

1. **Approval of Agenda:** Phil entertained a motion to approve the amended agenda to reflect the addition to Item 9A- the Block Grant for March. Gloria made the motion. Shirley seconded, and the motion prevailed.
2. **Approval of Minutes for January 9th** Phil entertained a motion to approve and adopt the minutes with a correction reflecting Stephen Beres attendance at the March meeting. Gloria made the motion, Mary Beth seconded, and the motion prevailed.
3. **Chairman’s Report and Correspondence:** Phil noted Lillian hadn’t joined the meeting yet. Two letters were sent to Leonora thanking her for assistance that was provided for a military burial and the second highlighted her wonderful work on behalf of the Center.
4. **Treasurer’s Report:** Shirley read the report. Phil requested a motion to refer the report to the Finance Committee. Shirley made the motion and Gloria seconded. The motion prevailed. Phil noted there were two large expenses, flu shots and the purchase of a new vehicle. Phyllis shared the Milford Senior Center Consignment Shop has been added to the report (not noted previously). Our auditor suggested that the checking account balance be shared each month. It is no longer a consignment store. A name change is needed. Phil noted that those funds should be earmarked for something supported by the Center. Will be revisited next month.
5. **Committee Reports:**
   1. Finance: no meeting/ no report
   2. Personnel: no meeting/ no report
6. **Chairman’s Report continued:** Lillian joined the meeting. Lillian wanted to share the two letters previously highlighted. She also noted that Amanda had shared with her about a Kareoke event that had been planned two years ago but wasn’t due to Covid. The event was recently held and the emcee for the event was a “no show”. Leonora stepped up and took over the job. Noting her great skill, the event was a fabulous success, and the 58 attendees had a great time. Lillian commended Leonora for seamlessly taking over as emcee. Lillian also noted the multifaceted skills possessed by Leonora.
7. **Executive Director’s Report:** (see attached) Leonora read the report. Lillian asked what motivated the name change of the position. The change is more in line with the job. Phil questioned the new vehicle needed a new radiator and wanted to know if it was covered by seller. Leonora noted it was covered.
8. **Unfinished Business:** Richard Dowin Tribute

Still trying to locate a “plaque worthy” picture of Richard. Dan German was going to help by calling Richard’s son.

1. **New Business:** Discussion of third-party salary/compensation consultants

Leonora reportedthecontacts she has made so far. Lillian has contacted some consultants as well and suggested one member from the finance and personnel committee will assist in choosing the consultant. Phil spoke to the importance of hiring and establishing the third-party consultant to the smooth running of the Center. The protocol has always been that any changes to a status, employee hours, budgeting of their position must go before the personnel committee first, then brought before the full Board with a full impact statement. That’s the protocol needs to be in place.

1. **Adjournment-** Phil entertained a motion. Mary Beth made the motion to adjourn the meeting at 6:10p.m., Shirley

seconded, and unanimously approved. Phil adjourned the meeting at 6:10 pm.

Respectfully submitted,

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