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**Milford Council on Aging Meeting Minutes, Monday, April 12, 2021 at 5:30 P.M.**

Call to Order: Meeting was called to order by Lillian Holmes 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. Phillip Caporusso, Shirley Serrano, Dick Dowin, Benjamin D. Gettinger, Gloria Lanna.

Staff Present: Executive Director Leonora C Rodriguez; HR Director, Liz Kassay, Bookkeeper; Phyllis Leggett; Program Director, Amanda Berry.

1. **Approval of Agenda**: Lillian entertained a motion to approve the agenda. Phillis made the motion which was seconded by Phil. The motion prevailed.
2. **Approval of the Minutes**: There was one minor change in a spelling. Shirley made the motion which was seconded by Phil. Hearing no additional corrections, the motion prevailed.
3. **Chairman’s Report & Correspondence:** None reported.
4. **Committee Reports:** Personnel Report, None; Finance Report, None.
5. **Old Business:** Liz discussed the proposals she received concerning our Payroll System. After much discussion, Phil explained that the Paychex Program we are now using is less money, and easier to transfer information into instead of other proposed system ADP. Using an IPad to record time, forwarding to Paychex would save a monthly cost of $25.00. Motion was made by Phil and seconded by Shirley to use the iPad system with Paychex.
6. A. **Replacing a Vehicle**: Looking at some other non-profit organizations. Having looked at a used vehicle and after getting the vehicle inspected, the mechanic stated it may last for 3-5 years. For a used vehicle, however, we could inherit someone else’s problem.

B. **Schedules Plus**: Program has been set up and some training has been done. In the process of training now until mid-May. Check-in Touch Screens still in process.

8. There is still **no in-house dining**. Meals are still being delivered on Monday, Wednesday & Fridays, consisting of 1 cold meal and 1 hot meal.

**New Business:**
Audit:  The audit by Michael Solakian, CPA was discussed.  A Motion to approve the audit and pay the invoice was made by Phil and seconded by Gloria.  The Motion prevailed unanimously.

Reopening Plan:  The reopening plan was discussed.  Leonora explained that it is an evolving document that changes to reflect updated infection rates, science and administrative recommendations.  Leonora has invited the alders to review the reopening plan and visit the Center. Leonora discussed reopening the Center for dining. The safe dining plan submitted to the Milford Health Department was approved but it was not yet recommended by Milford Health Department. The distinction between safe fining plan approval and Milford Health Department recommendation was discussed.

The Board consensus is to wait until Milford Health Department recommendation before reopening for in-house dining.

Meeting adjourned.

Respectfully submitted,

Shirley Serrano

And

Benjamin Gettinger