



Milford Council on Aging Meeting Minutes, Monday, June 6, 2023, 5:30 pm

Call to order: Meeting was called to order by Lillian at 5:30 p.m. The meeting was conducted in person at the Milford Senior Center.

- 1. Roll Call: Board Members:** Lillian Holmes, Mary Beth Stickley, Gloria Lanna, Shirley Serrano, Hon. Benjamin D. Gettinger, Dr. Philip Caporusso, Linda Stephenson Absent: Stephen Beres
Staff: Leonora C. Rodriguez- Executive Director, Phyllis Leggett- Accounting Coordinator, Amanda Berry- Program Director, Jill Taricani- Ahrens- Program Director
Alderman Liaisons: Ward Willis Absent: Dan German
- 2. Approval of Agenda:** Lillian entertained a motion to approve the agenda with no changes. Shirley made the motion.
Phil seconded, and the motion prevailed.
- 3. Approval of Minutes for May 8, 2023:** Lillian entertained a motion to approve and adopt the minutes with a correction to the adjournment time. Phil made the motion, Shirley seconded, and the motion prevailed.
- 4. Chairman's Report and Correspondence:** Lillian noted there was nothing to report. Lillian commented on the successful jewelry sale event held at the Center and suggested that Board members attend more events. Lillian reminded the Board of the Gospel Choir concert that would take place on Sunday, June 25th. A thank you card from Shirley was sent to the Board.
- 5. Treasurer's Report:** Shirley read the report. Phil referenced the report, item # 4910, the Common Grant Fund, and item # 6181, Pension Contributions, for clarification. Lillian requested a motion to refer the report to the Finance Committee. Mary Beth made the motion and Phil seconded. The motion prevailed. Lillian thanked Phyllis for her good work.
- 6. Committee Reports:**
 - a. Finance: no meeting/ no report
 - b. Personnel: no meeting/ no report
- 7. Executive Director's Report:** Leonora read her report. Lillian asked about Paul creating a safety committee. Leonora explained the need to create a safety committee. Paul sent an email at 11:41 a.m. this morning to provide clarity.
There is an issue with the freezer and drainage. Phil suggested that it is fixed correctly for safety and efficiency. Leonora noted the structural part because the building is owned by the City, not by the Center. They are weighing all options. Perhaps it's time for a new freezer.
- 8. Unfinished Business:**
 - a. The first comprehensive compensation analysis report completed by KardasLarson, LLC should be completed in the next two weeks (Lillian noted it may or may not be before July 1st).
 - b. Richard Dowin Tribute- a meeting is scheduled for this Wednesday to review a "mock-up" and picture.

9. New Business:

- a. Approval of engagement letter for 2023 audit by Cohen Kaufman & Associates: Phyllis will send a new letter to approve the \$12,000.00. Lillian entertained a motion. Shirley made the motion to sign off on the letter to approve. Phil seconded and was unanimously approved.

4. Development of a members' handbook-preliminary draft and request for Board suggestions: This is the first ever handbook. Phil noted that it was very thorough. Discussions about 1. service animals, 2. members signing that they understood the rules and protocols put forth in the handbook took place. Leonora requested feedback and suggestions to be sent via email by August 11th.

5. **Adjournment-** Lillian thanked the Center Staff for the wonderful celebration provided for the Board. Amanda reminded everyone about the picnics taking place throughout the summer. Lillian entertained a motion. Phil made the motion to adjourn the meeting at 6:32 p.m., Linda seconded, and unanimously approved. Lillian adjourned the meeting at 6:32 pm.

Respectfully submitted,

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