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Milford Council on Aging Meeting Minutes, Monday, September 12, 2022, 5:30 pm

Call to order: Meeting was called to order by Lillian Holmes at 5:32 p.m. The meeting was conducted through the Zoom platform. Participants connected via computer and telephone.

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

Staff: Leonora C. Rodriguez, Executive Director, Phyllis Leggett, Accounting Coordinator, Meghan Brooks, Food Bank

Coordinator, Amanda Berry, Program Coordinator

Alderman Liaisons: Absent: Ward Will, Dan German

2. **Approval of Agenda:** Lillian entertained a motion to approve the agenda for September with a change to #4 regarding new materials and supplies. Phil made the motion. Linda seconded the motion, and the motion prevailed.
3. **Approval of Minutes June 13th minutes** - Lillian entertained a motion to approve and adopt the edited minutes to the end of the agenda. The unfinished minutes were included in the June packet and Mary Beth emailed the proper minutes for June 2022. The approval was not voted on and will be reviewed at the October meeting.
4. **Chairman's Report and Correspondence:** Lillian thanked staff for doing such a good job. A decision was made to return to the Center for our meetings. Lillian asked about the feedback from the focus groups that were held in the spring. Leonora informed the Board that she was collating the information and would share that information upon completion. Lillian noted that two reports were missing from the June packet. She also reminded that next year the June July and August packets need to be left delivered at the end of each month and not at one time. Lillian noted there was no correspondence this month.
5. **Treasurer's Report:** Shirley read the report. Linda wanted to know why there was so much money in the checking account and was wondering why we were not moving it into another account that might bring more interest. Phyllis noted that we were losing money in the investment accounts, and we might need that money if we needed a new vehicle or something that was a large expense. Lillian requested clarification about item # 6670. Hearing no further questions or comments, Lillian requested a motion to refer the report to the Finance Committee. Shirley made the motion and Gloria seconded. The motion prevailed.
6. **Committee Reports:**
- a. Finance: No meeting/ no report
 - b. Personnel: to be discussed under new business
7. **Old Business:** a. Update- Richard Dowin Tribute Linda noted that the plaque will be ready by Veteran's Day
8. **Executive Director's Report:** (see attached) Leonora Rodriguez read her report. Leonora introduced Meghan Brooks who is the new Food Bank Coordinator.

8. **Executive Director's Report:** (see attached) Leonora Rodriguez read her report. Leonora introduced Meghan Brooks who is the new Food Bank Coordinator. A discussion was had regarding the occupational therapy students from Sacred Heart and the nursing students from the University of Bridgeport. Linda questioned the liability of the center when these students are at the Center. Leonora informed the Board that they have their own liability insurance and are also covered under the Center's policy. We discussed the annual Mayor's report. Leonora shared information about the new human resource manager.
9. **New Business: Necessary equipment**
The need for radios for vehicles and updated phone systems were discussed. High priced equipment must be reviewed by the Board and supplied in a timely manner.
10. **Executive session:** Shirley made the motion, seconded by Phil to move into executive session at 6:37p.m. The motion prevailed. A motion to come out of executive session was made by Shirley and seconded by Gloria. The motion prevailed
11. **Adjournment-** Lillian thanked everyone. Phil made the motion, to adjourn the meeting at 7:38p.m., seconded by Gloria, and unanimously approved. Lillian adjourned the meeting at 7:38 pm.

Respectfully submitted,

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