

Milford Council on Aging Corrected and Approved Minutes of Board Meeting

March 10, 2014

Chairperson Lillian Holmes called the meeting to order at 5:38P.M.

1. Roll Call

Present: Philip A. Caporusso, DMD; Cynthia DeLuca; Doreen Fontana; Lillian Holmes; Terry Nolan; Michael J. Petrucelli; Shirley Serrano; and Hon. Beverly K. Streit-Kefalas

Absent: Dick Dowin.

Aldermanic Liaisons present: Dora Kubek (D). Staff present: Janice Jackson, Exe. Dir.; Amanda Berry; Geri Dichkewich; Elle Gilbertson; Mary Allen Heerema.

2. Adoption of Agenda:

Agenda changed to list Executive Director's Report as a separate agenda item. Two items were also added to "New Business": 1. Finance Committee Meeting Report; and 2. Letter from art instructor. The agenda as amended was approved thereafter by prevailing motion.

3. Approval of Minutes of February 10, 2014 Meeting:

Following a motion to approve the minutes by C. DeLuca as seconded by S. Serrano, the minutes were unanimously approved with no changes or amendments.

4. Chairman's Report and Correspondence:

There was no chairman's report. A number of thank you cards were read and shared. A letter from Gary Johnson of the United Way was read in which he reported that the campaign was running short of its \$900,000.00 goal

5. d and that agencies should expect to receive 15% or less from its grant request.

6. Treasurer's Report:

Staff-prepared treasurer's report was presented by Michael Petrucelli. Funds on hand in the Operating Checking Account was \$59,013.30; in the Operating Vanguard High Yield Corporate Fund was \$3,790.76; in the Operating Milford Bank Sound Money Market Fund was \$81,621.63 and in the Operating Nationwide Money Market Account was \$98,015.64. The Center has a negative net income balance in its annual budget for year to date (02/28/2014) of \$21,535.58. Motion to refer the Treasurer's Report to the Finance Committee was made by P. Caporusso and seconded by S. Serrano. Following a vote, the motion prevailed.

7. Committee Reports

a. Personnel Committee –No Report

b. Finance Committee – The Finance Committee had a meeting at 5:00 PM just prior to this meeting, the report of which will be presented under "New Business".

8. Executive Director's Report:

Janice Jackson reviewed her written report with the following highlights:

- The 375th Anniversary Celebration will be the week of June 6-June 15; J. Jackson met with the Committee Chair Robert Gregory; and songs will be furnished for our Flag Day celebration on June 13th
- Phil Caporusso, Mary Allen Heerema and the Director attended the Board of Finance meeting on February 24, 2014 to present the Center's municipal budget request of \$1,385,000.00 (Mayor's Recommendation: \$1,345,500.00). We reported to the BOF that there has not been an increase in our municipal grant since 2007.
- J. Jackson also attended the Budget Meeting before the United Way of Milford with staff and our intern. The UW reported to us that the campaign is receiving less money and

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thus there will be fewer funds to distribute to partner agencies. A request was made to add the United Way logo to our monthly bulletin, brochures and website.

- J. Jackson also met with Sacred Heart University regarding internship review.

There was discussion on membership fees and renewals for non-resident members. It was noted that the non-resident fee is \$20.00 with the maximum number of non-resident members limited to 25 per the Bylaws. A. Berry reminded the Board that membership renewals are now done on a rolling basis and members renew as of the anniversary date of when they first signed up. In the past the Board had discussed an increase to 35 non-resident members but it appears that the Bylaws have not yet been amended.

Thereafter, P. Caporusso moves to amend Article II Purpose Section on non-residents to strike the number "25" and replace it with the number "35". The motion was seconded by S. Serrano. There was no discussion on the motion and all were in favor; the motion prevailed.

9. New Business:

- A. Finance Committee Chair P. Caporusso presented the following report of its meeting on 3/10/2014 at 5:00 PM:

The committee endeavored to brain storm for ideas to increase revenues for the Center.

1. Charging a fee for the Ahrens Program. There are currently 32 people attending. A monthly versus a daily fee was discussed. In the past the United Way has given a \$28,000 grant to the Program but a \$4,000.00 cut is expected. C.DeLuca researched other area adult day programs: the Stratford Baldwin Center charges \$15.00 /day for residents and \$20.00/day for non-residents; Sunset Shores Day Care charges \$75.00 for an 8-hour day which does not include transportation. The Ahrens Program currently has a \$2.00 donation request for lunch and the Center provides transportation. C. Deluca suggests a daily charge be assessed and expressed that a \$10.00 charge is well with the cost to a family with a client in need.

B. Increase membership dues, mini lunch program and/or charge for classes. A number of different approaches were discussed. The membership dues have been \$10.00 for approximately 2 years and it was \$8.00 before that increase. We need to raise another \$25,000.00. Even if dues were increased by \$5.00, we will still need to withdraw from reserves. Donation requests on breakfast have been minimal (\$11.00).

In summary, the Board discussed:

- i. Increase dues;
- ii. Charge for Ahrens Program;
- iii. Increase mini lunch by \$0.25;
- iv. Charge for classes.

The staff has been requested to analyze these four options including a possible survey of members as to their preference.

- B. Letter from the art instructor sent to A. Berry in which M. Voytek reported that the March 28th scheduled Art Show was being cancelled due to a change in programming that resulted in a

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change in location to the "Parquet Room". The instructor felt that it was not a suitable alternative and the show has been cancelled. The show itself has already been posted in the monthly bulletin. It was reported by A. Berry that as part of her duties as the new program director, she has been doing an overall re-assessment of space and usage to maximize the same. For example, Monday Bingo is now held in the Parquet Room. There was disappointment in the cancellation of the show by the Board members and concern that it is the Program Director's responsibility to coordinate the programs and where they are held. The matter will be addressed through Human Resources.

Meeting adjourned at 7:05 P.M.

Respectfully submitted,

Beverly K. Streit-Kefalas

Hon. Beverly K. Streit-Kefalas
Secretary to the Board