

Milford Council on Aging Minutes
March 12, 2012

Present: Terri Amann, Vicki Battle, Phil Caporusso Cynthia DeLuca, Dick Dowin, Joyce Elwell, Lillian Holmes, Mike Petrucelli and Judith Toohey.

Aldermanic Liaisons: Bryan Anderson was present; Paula Smith was absent.

Also present were Janice Jackson and other staff members of the Milford Senior Center.

Chairman Lillian Holmes called the meeting to order at 5:30 p.m. and requested a motion for adoption of the February 21, 2012 meeting minutes. Mike Petrucelli so moved seconded by Phil Caporusso. There were no questions, deletions, or additions. A vote was taken and the motion to adopt the minutes prevailed.

Chairman Lillian Holmes shared a thank you letter from Mayor Blake thanking Shirley Serrano for her service to the board of directors.

Chairman's Report:

Lillian Holmes thanked Cynthia DeLuca for chairing the February board meeting in her absence. She also thanked all the members for her re-election, further stating her appreciation for the Board's support in re-electing her. Due to the lack of a quorum at the January meeting Lillian introduced new Board members Vicki Battle and Judith Toohey to the Board and staff. The Chair then asked all Board members to introduce themselves to the new members.

Correspondence:

Janice Jackson shared that the Senior Center received a generous donation from the Milford Kiwanis in the amount of \$1,000.00 for the Milford Food Bank. Janice also shared a thank you letter sent by a senior commending Social Service Worker, Jean Kaluzynski for all her help. She also requested updates of information for the list for Board members by passing the information list around for corrections and changes.

Treasurer's Report:

Treasurer, Mike Petrucelli shared his report. He discussed the Center's continued solvency and the current bank balance. The Chairman requested any questions of the Treasurer. Phil Caporusso discussed line item #46 while commenting that there were a lot of funds taken in for programming. Elle Gilberson responded that this figure fluctuates depending upon the activities that are going on during any given month. She explained that the Valentine's Day Dance in February had affected that line item.

Phil Caporusso also discussed line item #48 and commented that the United Way would now disperse money quarterly. Judith Toohey questioned line item #5006 on page 7 and asked for an explanation of what non-office equipment comprises that figure. It was suggested that the line item was probably the refrigerator. There were no further questions pertaining to the Treasurer's Report and the Chairman entertained a motion for referral of the report to the Finance Committee. Cynthia DeLuca so moved and was seconded by Dick Dowin. A vote was taken and the motion prevailed.

Committee Reports:

Cynthia DeLuca, Chairman of the Personnel Committee, reported there had been no meeting
Phil Caporusso, Chairman of the Finance Committee, reported there had been no meeting

Old Business:

The Chairman requested discussion regarding the security camera proposal and asked Janice Jackson to brief the Board members as to the need for a security system. Janice reviewed the past history. There was a discussion of a pattern of events occurring primarily on Sunday afternoons between 4:30 p.m. and 5:00 p.m. Geri Dichkewich, Assistant Program Director and Terri Amann discussed the various incidences of concern. The expense of the system as weighed against the need was discussed. Cynthia DeLuca emphasized that the safety of the employees should be the focus of the decision. Phil Caporusso stated that security should have been installed at the time of the building's expansion and he suggested that no one should close the building alone. A discussion ensued as to whether the incidences in breach of security warrant a security system. The quotes for the system were reviewed and various proposals were discussed. Vicki Battle inquired into annual monitoring fees and Janice suggested an off-site monitoring system. Mike's Lock and Key was suggested as an option because they service City buildings. Janice stated that she will schedule someone from Mike's Lock and Key to present their proposal at the April Board meeting. Chairman Lillian Holmes requested any other comments or questions, and having heard none, moved to the Executive Director's Report.

Executive Director's Report:

Janice advised that she attended the United Way Council of Executives Meeting and also the Social Service Network meeting. Janice also reported that she oversaw a site visit to the Center by the supervisor of the student intern from Sacred Heart University. Janice also stated that she attended the Board of Finance meeting and mentioned that one of the members suggested raising the membership fee and charging for classes. Cynthia DeLuca discussed that no member is turned away who could not pay. There was discussion of payment for night classes, donation containers, and collections. Phil Caporusso commented that the Board will know by March 20th regarding United Way funding. Phil further stated that he volunteered, as Chairman of the Finance Committee, to attend the Board of Finance meeting.

Lillian Holmes discussed the history of the increases in membership dues. Phil Caporusso discussed the effect of increasing dues to make up for any decrease in funding. The Chairman requested a response on the action regarding increase in dues. Judith Toohey commented on the purpose of the increase in the dues. Mary Steinmetz, Program Director, commented that all members are treated equally despite ability to pay. Janice Jackson and Mary Steinmetz discussed an increase in dues of \$2.00 a year. There was a general discussion regarding donations and the provision of meals.

Phil Caporusso suggested a revenue analysis pertaining to increasing dues verses increasing the cost of meals. The analysis was requested to be completed for the April Board meeting. The issue to increase dues was referred to the Finance Committee. Due to increased costs Janice suggested increasing the cost of the Mini Lunch dinners twenty five cents, from \$2.75 to \$3.00 a dinner. Soup and sandwich would also increase twenty five cents. Janice explained that the Mini Lunch dinners include soup, coffee, tea, bread and butter, entrees such as salmon, roast beef, pork roast, stuffed cabbage, corned beef, chicken cordon bleu, lemon pepper filet of sole, and dessert for \$2.75 a dinner and stated that the entrees are worth at least \$3.00 per meal.

New Business:

Two standing committees were established by the Chairman. Finance Committee members were announced to be Chairman, Phil Caporusso, Mike Petrucelli, Judith Toohey, and Terri Amann. Personnel Committee members were announced to be Chairman, Cynthia DeLuca, Joyce Elwell, Vicki Battle, and Dick Dowin.

The Chairman requested any other items of business to come before the Board. Mike Petrucelli inquired about the status of the questionnaire. There was a discussion regarding the programs that would attract younger members. Joyce Elwell commented that she hears that the Center has programs for aged only. There was also a discussion regarding making programs more public through Eleanor Turkington, Publicity Specialist.

Judith Toohey shared an email from Dan Worroll from the Fire Department regarding the Everbridge Notification System, a robotic calling system. She mentioned that he is willing to come in and discuss the system and Janice stated she will ask Eleanor Turkington to place information in the Center's monthly newsletter regarding its availability.

Aldermanic liaison, Bryan Anderson announced that the 2012-2013 Budget meetings with the Board of Alderman have begun.

The Chairman requested any other business to come before the Board. Hearing none, she requested a motion to adjourn. Mike Petrucelli so moved seconded by Terri Amann. A vote was taken and the motion prevailed.

The meeting adjourned at 6:42 p.m.

Respectfully submitted,

Joyce Elwell, Secretary, Milford Council on Aging