

**Milford Council on Aging Meeting Minutes**  
**March 14, 2011**

Members Present: Cynthia DeLuca, Dick Dowin, Joyce Elwell, Connie Jagodzinski, Lillian Holmes, Phil Caporusso, Mike Petrucelli, and Shirley Serrano.

Absent: Terri Amann

Aldermanic Liaisons: Pam Staneski and Phil Vetro were present.

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

Chairman Lillian Holmes called the meeting to order at 5:30 p.m. and called for a Motion for adoption of the February 14, 2011 meeting Minutes. The Chairman requested any questions, additions or deletions regarding the Minutes and heard none. Connie Jagodzinski moved to adopt the Minutes seconded by Michael Petrucelli. A vote was taken and the Motion prevailed.

**Chairman's Report and Correspondence:**

Chairman Lillian Holmes discussed the recent meeting with representatives of the Human Services Department regarding concerns of the Board over the excess Food Bank resources and access. She stated that the major outcomes of the meeting included;

1. The suggestion of Joyce Elwell that a Health Fair with Human Services participation for blanket distribution of resources and information to seniors be planned.
2. Gift card availability from the Food Bank account as a means of distribution of resources.
3. Public Relations to disseminate information at various venues around town regarding available resources.

**Correspondence:**

Janice Jackson shared a thank you card regarding the AARP Income Tax Assistance Program from member, Janet Ghent. Janice also noted a \$500.00 donation received for the Model Train Program. She also shared that a picture was taken with Senior Vice President, Jorge Santiago of the Milford Bank with Rick George as well as a copy of the check and Jorge's business card.

Lillian Holmes discussed the article on the Senior Center in the Milford Mirror. Janice explained that the reporter was referred to her by Gary Johnson of United Way for the purpose of writing an article on a typical day of Senior Center Directors.

**Treasurer's Report:**

Mike Petrucelli gave his report. He discussed the transfer of certain funds from the Vanguard account to Nationwide Bank. Lillian Holmes requested questions regarding the Treasurer's Report and having heard none called for a Motion for referral of the report to the Finance Committee. Mike Petrucelli so moved seconded by Phil Caporusso. A vote was taken and the Motion prevailed.

**Committee Reports:**

**Personnel Committee:** Cynthia DeLuca, Chairman, passed out the Minutes of the recent meeting held for the purpose of discussing changes in certain employee's hours as proposed by the HR manager. She stated that there was agreement of the committee with the proposals. She then moved to continue discussion in Executive Session seconded by Mike Petrucelli. A Vote was taken and the Motion prevailed.

**Finance Committee:**

Chairman Shirley Serrano shared a letter by Mary Allen Heerema, Bookkeeper, regarding the proposed transfer of funds from the Vanguard account to Nationwide Bank to increase interest income. Phil Caporusso had attended and suggested bonds but noted the higher risk. The committee had decided to put \$3,000.00 in bonds and \$97,000.00 into Nationwide Bank. Cynthia DeLuca requested information regarding local administration and discussed the need to be loyal to local entities. There was general discussion of benefits of keeping assets held/managed locally.

The administration of the Vanguard account was discussed as well as the decision to place smaller amount in bonds. Shirley Serrano moved to accept the report by Mary Allen on Nationwide Bank and the \$97,000.00 investment and \$3,000.00 investment in bonds in the Vanguard Fund. Cynthia DeLuca seconded. Chairman Lillian Holmes requested any questions. Hearing none a vote was taken and the Motion prevailed.

### **Old Business:**

Janice Jackson mentioned the previously discussed unscientific study of non-resident members which, by agreement, was qualified as New Business.

### **Executive Director's Report:**

Janice reported that four thousand dollars (\$4,000.00) was sent to Matthew Buses as a down payment for the 2011 bus expected to arrive in June. Janice stated that the Center is responsible for the balance and reported that a \$40,000.00 grant for the bus was approved by the Department of Transportation (DOT).

Janice also reported that Roger Sherman, a professor from Sacred Heart University toured the Senior Center facility regarding the student intern placed at the Senior Center. She also reported that she and Mary Allen Heerema, Bookkeeper, attended the Board of Finance meeting for the City budget.

There was general discussion regarding the donations requested for the Transportation Department. Transportation Supervisor, Anne Marie Ventimiglia offered her input and discussed the increased cost of gas and the number of people who utilize services repeatedly. She reported that three checks are routinely received monthly as donations. Mary Steinmetz, Program Director mentioned that all donations to the program are logged in.

### **New Business:**

Mary Steinmetz discussed the unscientific polling of non-residents and certain letters from those non-residents polled with their opinions were shared. She described the comments from resident members on the front page of the questionnaire used. She discussed that limited concerns regarding non-residents were offered including the loss of place at bingo and concern that space is adequate.

She discussed the fact that the dancing program is popular and stated that she generally hears much gratitude for programs from participants.

Mary also mentioned that non-residents are given until March to re-join and noted that 25 non-residents a year are accepted, 50 currently are enrolled with 45 non-residents on the waiting list. There was discussion regarding holding the non-resident number to 25. Mary Steinmetz felt that the non-resident members should be capped at 100. There was general discussion regarding capping the number at 25. Joyce Elwell read the text of the amended By-law stating special membership would not exceed 25 at any given time. Shirley Serrano asked whether dining services can accommodate added members and there was general discussion. Chairman Lillian Holmes then appointed an Ad-Hoc Committee to revisit amending the By-laws to increase the provision for special membership. Committee members are, Joyce Elwell, Shirley Serrano, Cynthia DeLuca, Janice Jackson, and Mary Steinmetz. She discussed that the purpose of the unscientific study was to determine the perceptions created by the changing numbers in non-resident membership. Shirley Serrano suggested allowing 2-3 months to study the impact of non-resident membership. Chairman Lillian Holmes requested other comments or questions and there were none.

On the subject of gift cards Janice Jackson revisited the discussion at the Food Bank meeting and the need by Human Services for gift cards as stated by Lisa Diamond Graham, Executive Director of the Department of Human Services. Shirley Serrano asked about the source of referrals and Janice Jackson explained that they were mostly families. Phil Caporusso asked whether there are limitations on use of gift cards for food. Lillian Holmes suggested that there be a stipulation on use and a limitation on change that can be given was discussed. There was general discussion and Anne-Marie Ventimiglia discussed how gift cards work. Phil Caporusso suggested budgeting of gift cards if done on a continuous basis. Cynthia DeLuca discussed the \$50,000.00 Food Bank surplus and the best way to utilize resources having concerns regarding money sitting and not being fully accessed. There was additional discussion regarding lack of knowledge concerning Food Bank resources. Shirley Serrano discussed that people needed help during the non-holiday seasons when there is less giving in general. There was discussion of the Human Services voucher system. Phil Caporusso suggested starting with \$1,000.00 and seeing what the utilization is. Janice suggested a \$25.00 value for each card and stated that Shop-Rite gives a 5% discount.

There was a general discussion regarding the advantages of using vouchers and Janice suggested giving funds to Human Services for writing of vouchers.

Chair entertained a motion for specific denominations and for leaving the process to the discretion of Human Services. Mike Petrucelli so moved seconded by Connie Jagodzinski. Shirley Serrano moved to give \$2,000.00 to Human Services for use for vouchers in their discretion. Mike Petrucelli so moved seconded by Connie Jagodzinski. The Chairman requested any questions and having heard none a vote was taken and the Motion prevailed.

The Chairman entertained a Motion to go into Executive Session at 6:30 p.m. for discussion of hourly employee schedule changes. Janice Jackson, Mary Steinmetz, and Sharon Szturma, HR Manager were also in the Session. Connie Jagodzinski so moved seconded by Mike Petrucelli. A vote was taken to go into Executive Session for the stated purpose and carried unanimously. The Board and all attendees came out of Executive Session at 6:56 p.m. Shirley Serrano made a Motion to accept the recommendations of the Human Resources Manager seconded by Connie Jagodzinski. A vote was taken and the Motion prevailed.

Chairman Lillian Holmes requested a Motion to adjourn. Mike Petrucelli so moved seconded by Shirley Serrano. A vote was taken and the Motion prevailed and the meeting adjourned at 6:58 p.m.

Respectfully submitted,

Joyce Elwell, Secretary  
Milford Council on Aging