

Milford Council on Aging Meeting Minutes
Monday April 9, 2018, 5:30 p.m.

Call to order: Meeting was called to order at 5:30pm by Lillian Holmes.

- 1. Roll Call:** Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Gloria Lanna, Cynthia DeLuca, Judge Beverly Streit-Kefalas, Shirley Serrano, Dick Dowin, and Terry Nolan.

Absent: Doreen Fontana

BOA Liaisons: Connie Gaynor, Ellen Beatty

Staff: Janice Jackson, Geri Dichkewich, Elle Gilbertson, Phyllis Leggett, and Jim Convery

- 2. Agenda:** Lillian entertained a motion to approve the agenda. Beverly made the motion and Phil seconded. The motion prevailed.
- 3. Minutes:** Lillian entertained a motion to adopt the March 12th meeting minutes. Terry made a motion, Beverly seconded. The board voted and the motion prevailed.
- 4. Chairman's Report and Correspondence:** No chairman's report.

Janice Jackson reported the following correspondence:

- * Thank you letter from an employee who attended the Older Workers Luncheon.
- * Letter from Dichello Distributors about Alcohol Awareness presentations for seniors.
- * Letter from United Way of Milford outlining our allocation for the year for the Center and the Ahrens Program.
- * Donation from Beachwood Florist.

- 5. Treasurers Report:** Phil gave the reports for March due to the absence of Treasurer, Doreen Fontana. A motion was made to refer the Treasurers report to the finance committee by Dick Dowin. Cynthia seconded. The motion prevailed.

6. Committee Reports:

- a. Finance Committee: no meeting, no report
- b. Personnel Committee: no meeting, no report.

7. **Old Business:** Sextant BTS - Phil spoke with Andrew Kieran about new computers and he said he would get in touch with staff about upgrading some of the computers. Janice reported that the Board of Education has computers to donate that are approximately 5 to 6 years old. Janice will determine how many are available and will coordinate with Andrew on getting staff computers replaced and possibly upgrading memory if needed.
8. **Executive Directors Report:** Janice Jackson reviewed her written report furnished to the Board for March. There was some discussion about the complaint about the non-resident membership fee. Phil asked about the donation from the deceased member. Beverly explained the process of settling an estate and said it can take up to a year. She recommended that Janice send a letter to the attorney to see if the funds could be distributed sooner. Lillian noted that we had received a revised office report and Phyllis Leggett, Bookkeeper explained the correction.
9. **New Business:** There was a discussion of the Center's policy for closing during bad weather. There was a day when it was snowing and the Milford School System did not contact Janice regarding a delay or closing because it was a Professional Development Day. The Executive Director and the Program Director discussed the inclement weather conditions and decided to close the Center. It was decided that the written policy should be amended to handle cases like this. Beverly offered to add new language to the policy. The discussion was tabled until the new language could be written.

There was also a discussion about the policy for paying hourly employees for days the Center is closed due to bad weather. It was also noted that for a 2-hour delay, transportation is cancelled even though the Center opens at 11:00 a.m. However, the transportation staff are paid for those days. Phil Caporusso asked Janice to speak with the HR Manager, Liz Kassay to determine a uniform policy for employees. We will discuss at our next meeting on May 14th.

The Chair entertained a motion to adjourn. Shirley made the motion, Phil seconded. The motion prevailed.

There being no other business before the Board, the meeting adjourned at 6:33 p.m.

Respectfully submitted,

Terry Nolan, Secretary
Milford Council on Aging
Board of Directors