

Milford Council on Aging Meeting Minutes
Monday April 14, 2014

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

1. **Roll Call:** Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Cynthia DeLuca, Michael Petrucelli, Shirley Serrano, Doreen Fontana, Richard Dowin, Terry Nolan. Absent: Judge Beverly Streit-Kefalas
BOA Liaisons: Dora Kubek and Dan German
Staff: Janice Jackson, Geri Dichkewich; Elle Gilbertson; Mary Allen Heerema; Amanda Barry, Rita Whiskeyman, Jean Kaluzynski, Maryann Hiza, Jim Convery
Instructors: Michael Voytek
2. **Approval of Agenda:** Chair entertained motion to adopt agenda. Motion approved.
3. **Minutes:** Minutes from the March 10th meeting have not been submitted at this time.
4. **Chairman's Report and Correspondence:** Lillian welcomed the Board of Alderman representatives, Dan German and Dora Kubek. Janice Jackson read the following correspondence:
 - a. United Way letter stating that the requested budget amount was not cut for the Senior Center
 - b. Letter from the Health Department in regards to flu vaccines (\$9,464.00) for the flu clinics in October, 2014.
 - c. Donations received for the Ahrens Program including one from the Orange Avenue Sunshine Club and in honor of Mary McPhail.
 - d. Photo in the New Haven Register of the Art Class at the Senior Center.
5. **Treasurer's Report:** was presented by Michael Petrucelli as prepared by Center staff. Phil Caporusso explained the \$6,000 transfer which was a re-allocation of funds. The Income/Expense statement was revised from the initial packet. The report was referred to the Finance Committee following the prevailing motion by Michael Petrucelli and Richard Dowin,
6. **Committee Reports:**
 - a. Personnel Committee: No report.
 - b. Finance Committee: No report.
7. **Old Business:** The survey about increasing membership fees or charging for classes is still on-going. Cynthia DeLuca asked about the funds that the Senior Center receives from the city. There was some discussion that the amount has fluctuated a little but is basically the same as in 2007.
8. **Executive Director's Report:** Janice Jackson reviewed her written report furnished to the Board. Phil Caporusso noted that the United Way grant was originally cut from their budget but then was restored. Phil said that the Center gave a good presentation to the United Way. Lillian Holmes asked about the on-going survey. Janice Jackson said the deadline is May 2nd.

In general, the feedback has been that members would prefer an increase in the yearly membership fee as opposed to paying for classes.

9. New Business: Phil Caporusso reported on a letter he had received from Michael Voytek. Michael requested last month's meeting minutes but those have not been submitted at this time. He also asked about grants that may be available to the Senior Center and offered his assistance in researching grants.

Lillian Holmes asked if staff generally complete the applications for grants and Janice Jackson said yes.

Cynthia DeLuca had a question about the transportation report in regards to the repairs needed for some vehicles. It was explained that Public Works pays for labor costs while the center is responsible for parts.

Dan German asked about the member fees for the center. He asked about the difference between Milford residents and fees for people not in Milford. Phil Caporusso pointed out that the board had been discussing increasing the fees. Dan also asked about copying on both sides of paper to reduce costs.

Lillian Holmes pointed out an item on the In-House Activities report for March that needed to be changed. Amanda Berry will make that correction.

10. Executive Session: Chair Lillian Holmes entertained a motion to go into Executive Session at 6:05pm. Shirley Serrano made the motion, Phil Caporusso seconded. The motion prevailed.

The Chair entertained a motion to end the Executive Session at 6:45pm having resolved the issue with an instructor. Shirley Serrano made the motion, Richard Dowin seconded. The motion prevailed.

Meeting adjourned 6:46 p.m.

Respectfully submitted

Terry Nolan
Secretary Pro Tem