

Milford Council on Aging Meeting Minutes

Monday May 11, 2015, 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, Cynthia DeLuca, Michael Petrucelli, Doreen Fontana, Richard Dowin, Terry Nolan, Judge Beverly Streit-Kefalas, Shirley Serrano

BOA Liaisons: Dora Kubek

Staff: Janice Jackson, Mary Allen Heerema, Elle Gilbertson, Amanda Barry, Geri Dichkewich, Jim Convery, Sharon Szturma

- 2. Agenda:** Lillian entertained a motion to approve the agenda. Mike made the motion and Richard seconded. The motion prevailed.
- 3. Minutes:** Lillian entertained a motion to approve the April 13th meeting minutes. Shirley made a motion, Mike seconded. The motion to approve the minutes prevailed.
- 4. Chairman's Report and Correspondence:** Janice Jackson reported on correspondence received including:
- Letter from Yale New Haven Hospital thanking the senior center for their donation of shawls.
- 5. Treasurer's Report:** The Treasurer's Reports for April was presented by Mike Petrucelli and Phil Caporusso. Phil noted the negative balance was due to 3 payrolls that month. Mike made a motion to accept the Treasurer's report and Phil seconded the motion. The report was referred to the Finance Committee following the prevailing motion.
- 6. Committee Reports:**
- a. Personnel Committee: No meeting and no report.
 - b. Finance Committee: No meeting and no report.
- 7. Old Business:**
- a. Meals on Wheels Van - Janice reported that the center may get funds from the grants they received in December. She also spoke with the company about the timeframe for ordering the new van and they said it would take 4-6 weeks to receive the van once it is ordered.
 - b. 2009 Donated Server - Janice handed out the quotes she received for refurbishing the server. There was some discussion of the proposals. The board asked that more detail be provided by The Business Network Group for the Engineering Services line of their proposal. The board decided to wait to vote on the proposal until we had more detail.
- 8. Executive Director's Report:** Janice Jackson reviewed her written report furnished to the Board for April.
- 9. New Business:**
- a. Salary Grade Adjustments - Janice reported that Paychex is working on salary grade adjustments for the Center. She noted that this has not been done since 2008. Paychex should have them done this week. It was decided to have the Finance and Personnel committees meet prior to the June meeting to discuss.

b. Dining Room Chairs - It was report that the dining room is in need of new chairs. There was discussion of the 3 estimates for new chairs. Phil made a motion to go with the estimate from Bizchair.com (120 chairs for 24.99 each). Shirley seconded the motion. The motion passed. The Chair entertained a motion to adjourn. Mike made the motion, Phil seconded. The motion prevailed.

There being no other business before the Board, the meeting adjourned at 6:15 P.M.

Respectfully submitted

**Terry Nolan, Secretary
Milford Council on Aging
Board of Directors**