**Milford Council on Aging Meeting Minutes**

**Monday May 13, 2019, 5:30 p.m.**

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

1. Roll Call: Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Cynthia DeLuca, Gloria Lanna, Shirley Serrano, Doreen Fontana, Dick Dowin, and Terry Nolan.  
     
   Absent: Judge Beverly Streit-Kefalas  
     
   BOA Liaisons: absent  
     
   Staff: Janice Jackson, Amanda Berry, Geri Dichkewich, Phyllis Leggett, Jim Convery, Liz Kassay, and Doreen Farrell (new bookkeeper).
2. Agenda: Lillian entertained a motion to approve the agenda. Shirley made the motion and Dick seconded. The motion prevailed.
3. Minutes: Lillian entertained a motion to adopt the April 8th meeting minutes. Gloria made a motion, Phil seconded. The board voted and the motion prevailed.
4. Chairman’s Report and Correspondence:   
     
   Janice Jackson reported correspondence received including:  
   -Letter from Special Olympics thanking the board for the donation

-Picture from volunteer luncheon.

1. Treasurers Report: Doreen Farrell, Bookkeeper, gave the report for April. Phyllis let the board know that the CDAR renewals will happen next month. A motion was made to refer the Treasurer’s report to the finance committee by Phil. Doreen Fontana seconded. The motion prevailed.
2. Committee Reports:
   1. Finance Committee: no meeting, no report.
   2. Personnel Committee: Cynthia reported on the interviews that we had for the Executive Director’s position. Lillian informed the board that we interviewed four candidates and one was under consideration. The committee is seeking more candidates. Lillian thanked Liz and Janice for their work on the candidate search.
3. **Old Business**: *no old business*
4. **Executive Director’s Report**: Janice Jackson reviewed her written report furnished to the Board for April.
5. **New Business**: 2nd Phase of Computer purchases - there was some discussion about the next round of computer purchases. Phil made a motion to move forward with these purchases for a total of $4,202.00. Cynthia seconded the motion. The board voted and the motion prevailed.  
     
   Jim Convery, Transportation Supervisor gave us information that he had received from the company who services the radios they use in the vehicles. There was some discussion about the current state of the radios and system. Jim said he would check and ensure that we are not leasing the radios. Jim will also check with a few companies for new radio estimates. It was decided to not purchase any new radios at this time since everything is currently working.

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 6:11 p.m.

Respectfully submitted

Terry Nolan, Secretary

Milford Council on Aging

Board of Directors