

**Milford Council on Aging Meeting**  
**Minutes May 14, 2012**

**Present:** Terri Amann, Vicki Battle, Phil Caporusso, Cynthia DeLuca, Joyce Elwell  
Lillian Holmes and Mike Petrucelli.

**Absent:** Dick Dowin and Judith Toohey.

**Aldermanic Liasons:** Paula Smith and Bryan Anderson were present.

Also in attendance were Janice Jackson and other staff members of the Milford Senior Center.

Chairman Lillian Holmes called the meeting to order at 5:30 p.m. and having received the minutes of the April 9<sup>th</sup> meeting, requested a Motion for their adoption. Mike Petrucelli so moved and was seconded by Vicki Battle. Phil Caporusso suggested that typographical errors in the 2<sup>nd</sup> paragraph be corrected and the secretary noted the corrections to be made. Acknowledging the corrections to be made the Chairman then re-requested a motion to adopt. Mike Petrucelli so moved seconded by Phil Caporusso. A vote was taken and the motion passed unanimously.

**Chairman's Report:**

Lillian stated her regret that she had not being able to attend the Volunteer Awards luncheon on May 9<sup>th</sup> and mentioned what an important recognition of volunteers' service the event has become.

**Correspondence:**

Janice Jackson shared thank you cards from Natalie Bassano, a caregiver facilitator, and Catherine Springsteen, a volunteer thanking the staff for the successful Volunteer Awards luncheon. She also shared a note from Phyllis Langsner, an AARP tax volunteer, thanking the kitchen manager and staff for the lunches during her presence at the center at tax season. Also shared was a thank you note from the Italian instructor who is taking the summer off and will resume her class in September. Janice also noted that The United Way of Milford gave awards to Marie Vaughn and Bonnie McAllen for their volunteerism at the Annual Volunteer Recognition luncheon at the Costa Azurra Restaurant. Janice Jackson also mentioned that she was presented with an award for Senior Center employees who have donated time over the years. Janice also shared the United Way April bulletin with a picture of our band director, Linda Whittaker performing for our Ahrens Program clients.

Also shared by Janice Jackson was a letter from the Health Department noting a credit for last years' flu vaccine. The flu vaccine for the October, 2012 flu clinics were ordered at a cost of \$7,952.00.

#### **Treasurer's Report:**

Treasurer, Mike Petrucelli gave his report and noted consistency in expenses as compared to past months. Chairman Lillian Holmes requested questions or comments and hearing none requested referral of the treasurer's report to the Finance Committee. Phil Caporusso so moved and was seconded by Terri Amann. A vote was taken and the motion passed unanimously.

#### **Committee Reports:**

Personnel Committee: Cynthia DeLuca, Chairman of the Personnel Committee, responded that there was no report

Finance Committee: Phil Caporusso, Chairman of the Finance Committee, reported a meeting had been held but that there was no report.

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

Janice Jackson shared and discussed the new quote for security cameras with the Board members. She stated that Officer Jeff Nielson from the Milford Police Department gave suggestions to Mike from Mikes Lock & Key and to Sly Moura, Superintendent of Building Maintenance from the City of Milford.

Janice Jackson also reported she attended the Board of Alderman meeting with Mary Allen Heerema regarding our City budget. She also reported that the social work student intern completed her spring semester at the Center. Janice Jackson also mentioned that she had attended a breakfast for field instructors at Sacred Heart University.

Mary Steinmetz commented that the Center's Art Teacher, Mike Voytek, won first prize at the Fine Arts Council exhibit held at the Milford Yacht Club recently.

There was a brief discussion of results of the online questionnaire. Janice Jackson and Mary Steinmetz, Program Director, discussed adding additional book clubs, Zumba Gold, ballroom dancing and other classes as a result of the survey. Based on the responses it is anticipated that Sunday afternoon activities may increase in the fall. Cynthia DeLuca commented that the added programs may result in increased younger or additional membership in that evening classes will attract seniors who are still working during the day.

Phil Caporusso commented that there should be referrals to adult education classes for those activities that are difficult to have on site at the Senior Center.

Janice Jackson discussed the accountant's renewed engagement letter and stated that the cost of his services increased by \$250.00 but that there were no other changes from the past year. It was suggested that we ask the accountant to reconsider the increase due to

the fact that we are not receiving an increase in our City budget.

Chairman Lillian Holmes requested other questions for the Executive Director. Having heard none she then called for a motion to go into executive session. Mike Petrucelli noted new programs should be publicized. Lillian Holmes commented that a schedule of new class offerings should be included in the Minutes. The Chairman then requested other items to come before the Board before going into executive session and hearing none, re-requested a motion to enter executive session. Phil Caporusso so moved and was seconded by Mike Petrucelli. Executive session commenced at 5:53 pm.

After discussion of a personnel matter during executive session Chairman Lillian Holmes requested a vote on the issue discussed. A motion to come out of executive session at 6:05 p.m. was made by Mike Petrucelli, seconded by Phil Caporusso and voted upon, having resolved the personnel issue.

The Chairman then entertained a motion to adjourn. Mike Petrucelli so moved seconded by Phil Caporusso, a vote was taken and the motion to adjourn passed unanimously

The meeting adjourned at 6:06 p.m.

Respectfully submitted,

Joyce Elwell  
Secretary Milford Council on Aging

