

**Board of Directors Meeting  
Milford Council on Aging  
15 August 2006**

Members Present: Terri Amann, Max Case (Chairman), Cynthia DeLuca (Vice Chair), Richard Dowin, Joyce Elwell, Lillian Holmes (Corresponding Secretary), Michael Petrucelli (Treasurer), Shirley Serrano (Secretary) and Aldermanic Liaisons Judith Toohey and Phil Vetro

Absent: Philip Caporusso

Also in attendance was Executive Director Janice Jackson, along with several Staff Members.

Roll call was taken with the above results.

The Chairman asked for a moment of silence to remember Betty Jepson who served on the Council of Aging Board of Directors for ten years.

Max thanked Shirley for chairing the July meeting in his absence. Mike Petrucelli made a motion, seconded by Joyce Elwell, to approve the minutes of July 10, 2006. Motion passed unanimously.

As correspondence, Max passed around a letter from Attorney Tallbert which he requested to be returned to him, and a copy of the annual report from the Commission on Aging with a picture of Speaker of the House, James Amann. He also stated that under New Business, he would be asking for a revision of our Bylaws. In talks with our Accountant, Michael Plude, he was advised that in order to insure that our 501C3 status is in compliance, we need to amend our bylaws to make a provision regarding what would happen if the Council should be dissolved. He passed around the suggested provision to be taken up under new business. The only change would be Item 8; everything else would remain the same.

**Treasurer's Report**

Mike Petrucelli reported balances as of July 31, 2006 as follows: Operating Account, \$77,844.56; Foodbank Account, \$32,397.87; Vanguard Prime Money Market, \$52,081.64; Milford Bank 9-Month CD, \$39,049.89.

Shirley had a question on the Mini Lunch Expense report. Acknowledging that the Board had previously agreed to use the figure of twenty-two cents per meal served to account for paper goods utilized by the mini lunch, when taking the number of dinners served, times the twenty-two cents, it didn't come anywhere near the figure of \$343 as reported in the Treasurer's report. The figures were figured by Mary Allen and Fran Walker. Since neither Mary Allen or Fran were present, Max suggested that as a follow up, Shirley get with Mary Allen or Fran to see how the figure was arrived at and report

next month.

- 1 -

Cynthia asked for clarification of the fluctuation in the Medical Insurance payments. Janice explained that it goes down when someone goes off the plan; in fact, two people will be leaving employment in October and they will be replaced with part time people which will bring the Medical Insurance payments further down.

Lillian had a question concerning "Donations". Generally, the Food Bank Manager has an item in his report for "Donations". This month there was none in the Food Bank report but there was some reported in the Treasurer's report. She was curious if they weren't for the Food Bank, and what was the source of those donations. Janice explained that donations come in for various reasons like the Aherns program. This month, one came in from Cody White for the Day Flight program.

Max asked if work was started on the annual audit. Janice said she spoke to the Accountant and he would be starting the audit in September.

Shirley made a motion, seconded by Mike Petrucelli to refer the Treasurer's Report to the Finance Committee. Motion passed unanimously.

### **Personnel Committee**

Cynthia passed out minutes of the Personnel Committee meeting held August 9<sup>th</sup>. The meeting consisted of a discussion regarding a new position of a Desktop Support Assistant, and other recommendations from Larry Walker of Webworks. It was the recommendation of the Personnel Committee to approve this position and consider Mr. Shah who presently doing the job through the Senior Aide Program, and whose contract will expire at the end of September, and to refer their decision to the Finance Committee. For further information, the full report is on file.

### **Finance Committee**

Shirley passed out minutes of the Finance Committee meetings held July 27<sup>th</sup> and August 10<sup>th</sup>.

It was the recommendation of the Finance Committee to approve the new position of Desktop Support Assistant. Shirley made a motion, seconded by Cynthia, to accept the Job Description as drawn up by Larry Walker, have Janice come up with the Labor Grade/Step for this position, and to post it as a part-time position at 19 hours. Motion passed unanimously.

The Finance Committee had some questions regarding the recommendations from Larry Walker. They requested that Janice ask Larry to attend our next Board meeting to answers any questions. Janice confirmed she has already talked to Larry who will be at our September 11<sup>th</sup> meeting.

Several others topics were discussed. For further details, a full report is on file.

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

Not included in her report, Janice relayed a recent call she received from Gary Johnson of the United Way. He is looking for a place to hold a Listening Forum regarding Early Childhood Issues. The Governor wants every community to have these discussions and get back to her with the results. One of the places they were looking at is the Senior Center. The date would be Wednesday, September 27<sup>th</sup>, from 5:30 pm to 9:00 pm. They would bring their own food. They held a similar forum here a few years ago. They need break-out rooms and our Center is great because of all the availability. We have a Janitor here anyway, so cleaning up is not an issue. Shirley made a motion, seconded by Dick to have Janice contact Gary and tell him it's okay to use the Center. Motion passed unanimously.

Mike Plude informed Janice that we had not paid Federal Unemployment Taxes for 2003 and 2004 so we owe approximately \$2,500. According to Mike, ADP started to pay the tax but then stopped. He said ADP would not have stopped paying the tax unless someone had instructed them to do so. Max interjected that perhaps it was the former Acting Fiscal Officer who halted the payments since many other discrepancies were discovered after he left. Mike also said sometimes there is a fee for not paying of around \$500 but he would see if he could get that waived. Shirley made a motion, seconded by Cynthia, to pay whatever is due for these taxes be paid. Motion passed unanimously.

Shirley made a motion, seconded by Terri, for Mike Plude to file on our behalf the application for the 501C3 and that we pay the fee of \$750.00. Motion passed unanimously.

Father "T" from St. Gabriel's wants to do a stained glass window for us for the round window in the large conference room. Because this is a City building, Janice checked with the Mayor and he said it's okay but he wants to see the design first; it can't be anything religious. Father "T" does beautiful work.

Lillian asked for clarification on our anticipated gas account shortage and the donations that will be used to cover it. Janice and Rich Reilly explained it was the donations received for the rides and any other donations that come into the Transportation Department. Rich explained the high usage of fuel can be contributed to the buses having to be warmed up for about ½ hour in order to have them warm enough in the winter, and cool enough in the summer before they can pick up clients. The donations already collected, as well as the anticipated donations for the remainder of the year, will still fall short of the anticipated overrun but it will help.

### **New Business**

Everyone took a minute to review the proposed change to the bylaws previously passed out by the Chairman. Shirley made a motion, seconded by Dick, to add Section VIII which is required by the Internal Revenue for approval of a 501C3. It makes a provision that if the Council is dissolved, the assets will be used to pay off any liability. Motion passed unanimously.

Janice also announced the City has replaced the flooring in the Pool Room with indoor/outdoor carpeting, cutting around the pool table legs so the tables wouldn't have to be dismantled. Everyone is pleased with the way it came out.

Senior Center Member, Harriet Klein, addressed the Board regarding the Annual Breakfast Bridges puts on for State Legislators, the Mayor, clients and their Bridges Board of Directors. She requested permission to have the Breakfast held at the Senior Center Monday, October 16, 2006 from 9:00 am to 12:00 noon. Janice said the only problem she had was with the time. Shirley said it would interfere with the Federal Lunch Program which begins at 11:00 am. Harriet spoke on the wonderful help Bridges gives their Clients and really would like to have it held here. Mike made a motion, seconded by Cynthia, to allow Bridges to have their Breakfast on October 16<sup>th</sup> with the time to be worked out with Janice Jackson. Motion passed unanimously.

Having no further business to come before the Board, Mike Petrucelli made a motion, seconded by Dick Dowin, to adjourn at 6:40 PM. Motion passed unanimously.

Respectfully submitted,

*Shirley A. Serrano*

Secretary

