

Minutes of 10 September 2007
Milford Council on Aging
Board of Directors Meeting

Members Present: Terri Amann, Max Case (Chairman), Philip Caporusso, 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

Also in attendance was Executive Director Janice Jackson, Lisa Arneth, Human Resource Manager and other Staff members.

The Chairman called the meeting to order at 5:30 pm. Roll call was taken with the above results.

Mike Petrucelli made a motion, seconded by Phil Caporusso, to approve the minutes of August 13, 2007. Motion passed unanimously.

The Chairman passed out some articles that appeared in the local newspapers regarding the new Voting Machine demonstration which was held at the Milford Senior Center; as well as a letter from Toni Dolan on behalf of the United Way. Max also reported on the meeting that took place August 28th between the Mayor, Director of Public Works Bruce Kolewicz, and Sly Morrow Supervisor of the Milford Senior Center Building, concerning the water problems both inside and outside of our building. Bruce believes there is a design flaw, and as a result of that flaw, there is a pitch in the building that allows water to enter. The good news is that he has found that there are some dollars left over in the account that was set up when the addition was constructed, so they have retained Decarlo & Dole (Engineers from Hamden) whose strong suit is drainage. This firm is in the process of preparing a plan to abate the surface water coming into the building. We don't have a cost estimate yet to do the job but Bruce is confident that when the plan is prepared and implemented, it should take care of the surface water drainage that comes down from High Street and from Jepson Drive. They're also contemplating hooking into the storm drain that was given to the DOT when the High Street Bridge was done. Time was then spent on the problem of the water damage in the building concerning the carpets and walls. Even though we are willing to go ahead with this ourselves, Bruce felt that because this is a City Building, he'd like to have a look at it before anything was done. So, the plan, before they start ripping things up, they will take a look under the carpeting and do some testing since no one can be sure of what's under the carpet.. Bruce also called Max and told him that a company called Hygenics came in and did some samples of what was under the rugs. They also took the estimates that the Council on Aging received prior to this meeting. They have done work with one of them, Ultimate Interiors, and

they've always had a great deal of success with them, so they were going to go back with them and talk

about the price. The goal is to take out the carpeting and replace it with tile, and once that's done, they'll move on to the walls. Max finished by saying that once we were at the table, it was a very good conversation, there was a real willingness in recognition on the Mayor's part and on Bruce's part to correct the problem. They understand the nature of the problem and they will take care of it. One thing Bruce did recommend was to have an auxiliary pump on hand for the basement and that's something that can be purchased.

Treasurer's Report

Balance in the various accounts as of August 31, 2007 are as follows: Operating Account, \$67,865.34; Foodbank Account, \$7,549.80; Vanguard Food Bank Account, \$25,533.46, balance in the Vanguard Prime Money Market Fund, \$144,602.97

Bookkeeper Mary Allen explained that fact we have a deficit but these are one time expenses such as the purchase of the new Meals on Wheels Van and the Settlement. She explained we could have taken the money out of our savings account but chose not to go into the savings and keep the Operating Account lower. There is enough money in there to keep us going this month. Max explained that we accumulate income as well as expenses, and we do work to the City's Fiscal Year which is from July 1 through June 30. It all balances out in the end. Max brought to the attention of the Board that included in the Treasurer's report was a Proposed Budget for the 2008/2009 year which will be referred to the Finance Committee, and in this Proposed Budget, there are funds set aside for the purchase of another vehicle next year. He also asked the Finance Committee when they meet to consider adding in item, 6220, which would be a contingency figure for Legal actions in the amount of \$10,000 so if something comes up, we'll have money in the Operating Account to take care of it.

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

There were no Personnel or Finance Committee meetings. A Finance Committee meeting will be scheduled at the end of this COA meeting for the purpose of reviewing the Proposed Budget for 2008/2009, and consideration of the new item 6220 Legal Contingency Fund. Chairman Shirley Serrano asked the Finance Committee members to meet briefly after the meeting to set up a date.

Old Business

Webworks Contract: Max reported he spoke to Larry Walker of Webworks concerning the Webworks Contract and then to Janice. Shirley made a motion, seconded by Dick Dowin to remove the item from the Table. Motion passed unanimously. The consensus was that the Agreement is working well, that Mr. Shah was still talking to Larry on an as needed basis. We just got a delivery of Computers from the Board of Ed so there will be issues of start up, and Larry has been very helpful in the past. This contract extension will be in effect until December 2007 and at that time, we will look into the need again. Max said he would be sure to put it on the November Agenda. Shirley made a motion, seconded by Mike Petrucelli, that we move to renew the contract for the second 3 months. Motion passed unanimously.

Council on Aging Bylaws: Shirley made a motion, seconded by Lillian Holmes to remove this item from the Table. Motion passed unanimously. Max explained that the words on the draft copy that are

underlined are additions, and the words that are crossed out are words that are being removed. This package is a compilation of all the suggestions made by those individuals who offered suggestions, then written up by Attorney Lipton. There are also two open items, one was in Article IV, Section 1, Subsection c, where there was a question as to how often the Treasurer would report. The other place that there is an open item is Article VII, Section 1, the amount that would be required for checks to have two signatures. There's also a reference to the Code of Ethics, i.e., voting on an issue where he or she or their family would profit by.

Discussion was held on several of the issues including the Duties of the Secretary. The result was Shirley made a motion, seconded by Phil Caporusso, to delete the last sentence in Article IV, Section 1, item d concerning "the Secretary being responsible to cause copies to be made of all minutes and all other reports . . ." as these are the duties of the Staff. Motion passed unanimously. Shirley made a motion, seconded by Mike Petrucelli to change the word from "Journal" to "File". Motion passed unanimously.

Lillian Holmes made a comment that the capitalizing of all the Officers titles should be consistent in all instances. It was decided this was an editing issue and would be taken care of.

Joyce made a motion, seconded by Cynthia, regarding Article V, Section 2, that we add the word "sub-contracted" before the word "Personnel".

Lillian Holmes wanted to know what the Rules & Regulations were that were referred to in Article IV, Section 2, The general consensus was that we don't have any. Since we don't have any, Lillian made a motion, seconded by Phil, that we strike from Article IV, Section 2, the phrase "the rules & regulations of the Council or resolutions." Motion passed unanimously.

Discussion also took place regarding Article VII, Section 1 and the need for two signatures on checks. Cynthia felt that the banks don't really police signatures so this would be up to the Center to police. For everyday business, one signature should be okay but when there's large sums of money or transfers out of one account to another, it should require more than one signature. Max said what we want to avoid is the classic problem of the person who writes the check and then does the reconciliation at the end of the month so that no one has any idea of what's going on. Max said his personal opinion is that when you have a substantial amount like over \$15,000, it ought to have two signatures. After additional discussion, Lillian made a motion, seconded by Phil, to strike out the last sentence beginning with the signature of two. Motion passed with one "Nay".

Cynthia referred back to Article II stating that items "a" through "d" are the duties of the Staff and not the Council on Aging. After much discussion, Phil made a motion, seconded by Joyce, to remove the colon after "fifty-five" and insert the words "and to have general oversight of the following". Motion passed unanimously.

At this time, Phil made a motion, seconded by Shirley, to table the Bylaws as amended and have a fresh copy presented next meeting. Motion passed unanimously.

New Business

Lisa Arneth, Human Resource Manager, introduced herself to the Board and gave a presentation on the

Salary Structure Review she has been working on for implementation in Fiscal Year 2008. The presentation was very professional giving the History, Analysis, Process for re-evaluation, Recommendations and Conclusion of the present structure. Shirley made a motion, seconded by Mike to refer this Salary Structure to the Finance Committee. Motion passed unanimously.

Mike made a motion, seconded by Cynthia to refer the questions of Salary upgrades for the Meals on Wheels Coordinator to the Finance Committee. Motion passed unanimously.

Shirley made a motion, seconded by Cynthia, to accept the recommendation of the Human Resource Manager to change the Insurance Assistant Grade 4 Step 6 to Insurance Specialist Grade 5, Step 2, effective immediately. This was because of duplicate Job Descriptions but not duplicate Grade structures. Motion passed unanimously.

Drug and Alcohol Policy

There was quite a bit of discussion on this policy regarding the possession of alcohol on the premises. Several good questions were brought up with no real answers. Because of all the questions that require answers before we vote on a zero tolerance policy, Shirley made a motion, seconded by Phil to Table this policy. Motion passed unanimously. Lisa Arneth will get the answers requested, and if she has them in time for our next meeting, she will present them. If not, we'll schedule her report when she does get the information.

Executive Director's Report

Janice reported that the Furnishing Committee donated a 52" HD TV to the Senior Center. This will be kept in the Dining Room.

The Title and Certificate of Origin was received for the new Meals on Wheels Van. The lettering should be done by the end of the month.

Sexual Harassment training will begin for all Supervisors. Two hour training is required for all Supervisors every three years. The person doing the training works at UCONN. They request a donation between \$200 and \$400. Janice suggested a donation of \$200 would be appropriate.

Having no further business to come before the Board, Mike made a motion, seconded by Cynthia, to adjourn at 7:20 PM. Motion passed unanimously.

Respectfully submitted,

Shirley A. Serrano

Secretary