

Milford Council on Aging Meeting Minutes
Monday September 10, 2018, 5:30 p.m.

Call to order: Meeting was called to order at 5:35pm by Lillian Holmes.

1. **Roll Call:** Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Gloria Lanna , Cynthia DeLuca, Doreen Fontana, Dick Dowin, and Terry Nolan.

Absent: Judge Beverly Streit-Kefalas, Shirley Serrano

BOA Liaisons: Ellen Beatty

Staff: Janice Jackson, Amanda Berry, Geri Dichkewich, Elle Gilbertson, Phyllis Leggett, Jim Convery, and Liz Kassey

2. **Agenda:** Lillian entertained a motion to approve the agenda. Phil made the motion and Doreen seconded. The motion prevailed.
3. **Minutes:** Lillian entertained a motion to adopt the June 11th meeting minutes. Doreen made a motion, Gloria seconded. The board voted and the motion prevailed.
4. **Chairmans Report and Correspondence:** Lillian welcomed everyone back from the summer break. She thanked the staff for all their hard work over the summer.

Janice Jackson reported the following correspondence:

- *Thank you from a member of the Ahrens Program and a donation.
- * Thank you from a caregiver for the Ahrens Program and a donation.
- * Letter from the Dept. of Transportation regarding grant the center received for a new wheelchair accessible vehicle.
- * Letter from United Way asking for volunteers to call about donations.
- * Real Estate company sent information on a new senior development.
- * Letter from a member's daughter about her Mother's 100 Birthday and asking for cards to be sent.
- * Thank you from a recipient of the neck warmers that center members made.
- * Information from the Wheeler Center about a presentation on opioids.
- * Email from the Milford Garage foreman making a recommendation that one of the vans be retired due to extensive corrosion to the body and frame.

5. **Treasurers Report:** Doreen gave the report for June & July. Phil asked about the increase in non-employee compensation. Elle explained this number was higher due to the timing of payments. A motion was made to refer the June and July Treasurers reports to the finance committee by Cynthia. Doreen seconded. The motion prevailed.

Doreen gave the report for August. A motion was made to refer the June and July Treasurers reports to the finance committee by Doreen. Dick seconded. The motion prevailed.

6. Committee Reports:

- a. Finance Committee: no meeting, no report
- b. Personnel Committee: no meeting, no report.

7. Old Business: *Bad Weather Policy* - Liz Kassey presented the current draft for the policy. There was some discussion of the early closing portion and the general wording of the policy. It was decided that Liz would write up the policy with the changes discussed and the board will vote on at the next meeting.

Non-Resident Membership - Janice spoke about the research she and Amanda did of other senior centers and their policy for non-resident members. The staff recommended the following changes to the center's existing policy:

- * Increase non-resident membership to 100.
- * Cap the wait list to 200
- * Increase the non-resident member fee to \$30 per year
- * Allow non-resident members to attend the Ahrens program if there is capacity. Non-resident members would pay a \$5 per day fee.

There was some discussion of the daily fee for the Ahrens program for non-resident members. Phil made a motion to accept the above recommendations from the staff for the non-resident membership policy with one change, increasing the daily fee for the Ahrens Program to \$10, for non-resident members. Doreen seconded the motion. The board voted and the motion prevailed.

- 8. Executive Directors Report:** Janice Jackson reviewed her written report furnished to the Board for June thru August.
- 9. New Business:** EEO Officer for the Dept. of Transportation Affirmative Action Plan Policy - Janice recommended that Liz Kassay, HR Manager be appointed EEO Officer. Phil made a motion for this recommendation and Gloria seconded. The motion prevailed.

The Community Development Block Grant Certified Resolution was signed by the Board Secretary and notarized.

The Chair entertained a motion to adjourn. Doreen made the motion, Terry seconded, the motion prevailed.

There being no other business before the Board, the meeting adjourned at 7:04 P.M.

Respectfully submitted,

Terry Nolan, Secretary
Milford Council on Aging
Board of Directors