

**Milford Council on Aging Meeting Minutes**  
**Monday September 11, 2017, 5:30 p.m.**

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

- 1.** Roll Call: Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Cynthia DeLuca, Gloria Lanna, Judge Beverly Streit-Kefalas, Shirley Serrano, Richard Dowin, Doreen Fontana, and Terry Nolan.

BOA Liaisons: Bill Bevan

Staff: Janice Jackson, Geri Dichkewich, Mary Allen Heerema, Elle Gilbertson, Kanaiyalal Shah, and Jim Convery.

Guest speaker: Mike Paone from the Business Network Group.

- 2.** Agenda: Lillian entertained a motion to approve the Agenda with one change, Item 9 was moved to Item 3. Shirley made the motion and Phil seconded. The motion prevailed.
- 3.** New Business: Presentation from the Business Network Group regarding a backup system for the server. Mike Paone gave the presentation of what they would recommend for backing up our server and data. Mike explained the 3 options and answered questions from the board. He explained the initial costs and the ongoing costs. After the presentation, the board discussed the options. The board decided that the staff should get additional proposals. Phil said he would contact a company he uses. Beverly also suggested that the staff check with the MIS director for the City.
- 4.** Minutes: Lillian entertained a motion to adopt the June 12th meeting Minutes. Doreen made a motion, Dick seconded. The board voted with one abstention (Beverly) and the motion prevailed.

**5. Chairman's Report and Correspondence:** Janice Jackson reported the following correspondence:

- \* A memo from the City Clerk's office regarding Gloria Lanna's appointment to Board.
- \* A letter from Sheila Dravis, CDGB Coordinator concerning the reduction of the amount of our Community Development Block Grant.
- \* An article in the Milford Mirror by our Publicist, Eleanore Turkington regarding the Ahrens Program.
- \* An email from the Milford Board of Education changing the delayed opening policy from a 90-minute delay to a 2 hour delay.
- \* Information from Representative, Kim Rose about her recent visit to the Center and Laws affecting seniors for 2017.
- \* An email from other Senior Centers regarding their programs and services offered.
- \* Information about the State of Connecticut eliminating funding for the Farmer's Market Vouchers.

**6. Treasurer's Report:** Doreen gave the reports for June, July and August. Phil noted that we finished up the fiscal year on a good note with increased membership renewals. He asked about the Paychex increase which Mary Allen explained. There was some discussion of the budget. A motion was made to refer the Treasurer's reports to the Finance committee by Cynthia. Phil seconded. The motion prevailed.

**7. Committee Reports:**

- a. Personnel Committee: no meeting, no report.
- b. Finance Committee: no meeting, no report.
- c. Ad Hoc By Laws Committee: see Old Business

**8. Old Business:** By-Laws revision - Beverly handed out the revised By-Laws that the committee is proposing. She reviewed the proposed revisions. There was discussion of the check signing section and whether check signers were bonded. Janice said she would check with the Center's insurance agent, Michael Albacherli. Phil moved to table the discussion about changes to the check signing section until the committee could come up with proposed language for this section. This will be discussed at our next meeting.

- 9.** Executive Director's Report: Janice Jackson reviewed her written report furnished to the Board for June, July, and August, 2017. Janice and Jim Convery presented the board with information about maintenance work that one of the Senior Center buses needed. The cost to fix would be about \$3,200.00. Janice contacted Ellen Lawrence from the Department of Transportation. Ellen explained that the grant process from beginning to end is approximately 21 months to receive a 14 passenger bus. If the grant is approved, the State would pay 80% of the vehicle and the agency pays 20%. Janice also contacted Doug Gifford from Matthew Buses regarding a used bus. Doug explained that he has a 2014 bus that is coming off of a lease and will be available for \$29,357.00. This will be discussed further at our October meeting.

Lillian thanked the staff for their work over the summer. She also expressed appreciation to Janice on the use of volunteers in positions left open by employee retirements.

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

There being no other business before the Board, the meeting adjourned at 7:20 p.m.

Respectfully submitted

Terry Nolan, Secretary  
Milford Council on Aging  
Board of Directors