

Milford Council on Aging Meeting Minutes
Monday September 12, 2016, 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, Michael Petrucelli, Cynthia DeLuca, Terry Nolan, Doreen Fontana

Absent: Judge Beverly Streit-Kefalas, Shirley Serrano, Richard Dowin

BOA Liaisons: Bill Bevan

Staff: Janice Jackson, Elle Gilbertson, Geri Dichkewich, Amanda Berry, Mary Allen Heerema, Jim Convery, Liz Kassay.

2. Minutes: Lillian entertained a motion to approve the June 13th meeting minutes. Phil made a motion, Mike seconded. The motion prevailed.
3. Chairman's Report and Correspondence: Lillian welcomed everyone back from summer break. She welcomed the new HR Manager Liz Kassay. She also thanked Janice Jackson and the staff for communications over the summer.

Janice Jackson reported on correspondence received including:

- Thank you from food bank clients.
- Press release from the Health Department with summer heat tips.
- Letter from Bridges about the Young Parent Program.
- Thank you from person who did their community service hours at the Center.
- Email from the Director of Activities of the West River Rehab Center about their policy on visits from non-family, i.e. Senior Center friendly visitor.
- Flyer from the United Way about the golf tournament.
- Memo from the Mayor's office about the Annual Report and when it was due.

4. Treasurer's Report: The Treasurer's Report for August was presented by Phil. Lillian asked for any questions or comments on the June and July reports. There were some discrepancies in monthly totals between the June and July report for food expenses. Mary Allen said that may have been because of when the reports were run or because they changed accounting method from accrual to cash. Cynthia had a general question about the totals for the Consignment Report. She noted that the amount to the consignors is always exactly half. But often donations are made to sell in the shop.

Geri said they would look into that. Lillian had a general question concerning the Food Bank report for August. Lillian thanked the staff for their hard work in producing the reports. A motion was made to refer the Treasurer's reports to the finance committee by Doreen. Phil seconded. The motion prevailed.

5. Committee Reports:

a. Personnel Committee: no meeting, no report.

b. Finance Committee: no meeting, no report.

6. Old Business: Presentation from Milford Bank - We discussed the recommendations of staff for moving some of the savings accounts to Milford Bank. Phil asked about transferring some funds out of the Food Bank money market to the Food Bank checking before everything is transferred to the new Milford Bank CDAR. Just in case these funds are needed for gift cards during the holiday. Mary Allen asked about moving some funds from the operating account to the new Milford Bank money market account.

Phil made a motion to transfer \$50,000.00 from the checking account into the Milford Bank Money Market account. Doreen seconded the motion. The motion prevailed.

Phil made a motion to move the money in the Nationwide account to the Milford Bank CDAR. Doreen seconded the motion. The motion prevailed.

Phil made a motion to transfer \$5,000.00 from the Food Bank Nationwide account to the Food Bank checking account. Doreen seconded the motion. The motion prevailed.

Phil made a motion to liquidate the remaining \$22,000.00 in the Food Bank Nationwide account and move it to the Milford Bank CDAR. Doreen seconded the motion. The motion prevailed.

Doreen made a motion to have both Milford Bank CDARs be for an initial term of 26 weeks. Phil seconded the motion and the motion prevailed.

Bill Bevan asked if these are separate CDAR accounts at Milford Bank for the Food Bank and the Senior Center and Mary Allen said yes.

7. Executive Director's Report: Janice Jackson reviewed her written report furnished to the Board for June, July, and August. There was some discussion about the new Automated Garbage Collection System. The City requested that the Senior Center fill approximately 17,000 plastic bags with information for the new garbage collection system. The Senior Center will receive approximately \$800.00 for filling the plastic bags.
8. New Business:
- a. Flash Board for Bingo – Amanda Berry, Program Director presented information she researched regarding a new board for the Center. Cynthia DeLuca made a motion to purchase the new board from CT Bingo for \$3,600.00 minus the \$1,000.00 donation from Club C. Doreen Fontana seconded the motion and the motion prevailed.

9. Executive Session: Chair Lillian Holmes entertained a motion to go into Executive Session to discuss personnel matters at 6:45 p.m.

The Chair entertained a motion to end the Executive Session at 7:09 p.m. having discussed personnel matters. Phil made the motion, Doreen seconded. The motion prevailed.

The Chair entertained a motion to adjourn. Phil made the motion and Mike seconded. The motion prevailed.

There being no other business before the Board, the meeting adjourned at 7:10 p.m.

Respectfully submitted,

Terry Nolan, Secretary
Milford Council on Aging
Board of Directors