

Milford Council on Aging Meeting Minutes

Tuesday October 13, 2015, 5:30 p.m.

Call to order: Meeting was called to order at 5:30pm by Lillian Holmes.

- 1. Roll Call:** Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Cynthia DeLuca, Michael Petrucelli, Doreen Fontana, Richard Dowin, Terry Nolan, Shirley Serrano

Absent: Judge Beverly Streit-Kefalas

BOA Liaisons: Absent: Dan German, Dora Kubek

Staff: Janice Jackson, Mary Allen Heerema, Elle Gilbertson, Amanda Berry, Sharon Szturma, Jim Convery, Jean Kaluzynski

- 2. Agenda:** Lillian entertained a motion to approve the agenda. Phil made the motion and Dick seconded. The motion prevailed.

- 3. Minutes:** Lillian entertained a motion to approve the September 14th meeting minutes. Shirley made a motion, Doreen seconded. The motion to approve the minutes prevailed.

- 4. Chairman's Report and Correspondence:** No Chairman's report.

Janice Jackson reported on correspondence received including:

- Several thank you notes were received this month including one from a person that attended the recent Open House. Chris Murphy's office sent a thank you to the staff for their work on the Pancake Breakfast that was held at the center. A member sent a donation and thank you for the programs at the Center.
- The Center received a generous donation from the estate of deceased member Irene Lent.
- Joanne Rohrig and Paula Smith sent a thank you for their visit to the Center.
- Janice noted that Gary Johnson from the United Way donated tickets for the upcoming Motown show on October 16th.

- 5. Treasurer's Report:** The Treasurer's Report for September was presented by Phil and Mike. Phil noted the donation of \$11,240.12 that the Center received. A motion was made to refer the Treasurer's Report to the Finance Committee by Cynthia. Doreen seconded. The motion prevailed.

- 6. Committee Reports:**

- a. **Personnel Committee:** Cynthia reported on the meeting held on Sept. 30th to discuss an employee's request to have a warning removed from their personnel file. The committee decided that the warning would remain in the file. Cynthia made a motion to adopt the Personnel Committee's report. Phil seconded. The motion prevailed.
- b. **Finance Committee:** No meeting, no report.

7. Old Business:

- a. Safety at the Senior Center - moved to the next board meeting on November 9th.
- b. Minimum Wage impact on Adjusted Salary Steps - Staff will create a new chart with Salary Grades and Steps that will reflect the new minimum wage effective January 2016. Moved to the agenda for the November 9th meeting.

8. Executive Director's Report: Janice Jackson reviewed her written report furnished to the Board for September. Phil asked for an update on the new van for Meals on Wheels. Janice reported that the grant money should be released in December and the Community Development Block Grant Department is receiving bids for the Meals-on-Wheels vehicle. Doreen asked about the Mayor asking department heads about backup people for their positions. Janice also noted that the Mayor will be handing out budget packets on October 14th.

9. New Business:

- a. Sign Language Interpreter - Sharon received a request from a social worker representing a member. They wanted to know if the Center offered interpreter services. The City attorney was consulted and she said the Senior Center may have to provide an interpreter if requested based on the Americans with Disabilities Act. Sharon did look into costs for an interpreter. There was some discussion on the matter. Phil said we should get a better understanding of what the member was expecting, i.e. did they want to attend certain programs and would need an interpreter or did they just want to come to the center and would need this service. Sharon will follow up with the social worker and ask the Board of Ed what they do when this service is needed for a student.
- b. UST Unemployment Insurance - a proposal from UST was presented to the board. This would save the Center a considerable amount of money per year on unemployment insurance. There was discussion of the proposal and how it would work. Phil made a motion to adopt the proposal from UST. Doreen seconded the motion. The motion prevailed.

10. Executive Session: Chair Lillian Holmes entertained a motion to go into Executive Session at 6:42pm to discuss the membership inquiry from a non-resident. Phil made the motion and Shirley seconded. The motion prevailed.

The chair entertained a motion to end the Executive Session at 7:09pm having discussed the membership request from a non-resident. Shirley made the motion, Doreen seconded. The motion prevailed.

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

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