

Milford Council on Aging Meeting Minutes

Tuesday October 14, 2014, 5:30 p.m.

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

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

Staff: Janice Jackson, Elle Gilbertson, Mary Allen Heerema, Amanda Barry, Geri Dichkewich, Jim Convery, Sharon Szturma.

- 2. Minutes:** The Chair entertained a motion to approve the June 9th meeting minutes. Mike Petrucelli made a motion, Phil Caporusso seconded. Following vote of those present, motion to approve the minutes prevailed.

The Chair then entertained a motion to approve the September 8th meeting minutes. The Chair noted one correction to the minutes: the reason for going into executive session should be stated. Richard Dowin made a motion, Mike Petrucelli seconded. Following vote of those present, motion to approve the minutes prevailed.

- 3. Approval of Agenda:** Chair entertained motion to adopt agenda. Motion approved.

- 4. Chairman's Report and Correspondence:** The chair congratulated Dr. Caporusso on being named one of the Top Dentists in Connecticut.

The following correspondence was reported by Janice Jackson:

- Thank you from Home Care Plus to the Center staff for a successful Health Fair.
- Request from Jonathan Law to purchase promotional space on their sports poster and pocket schedule.
- Thank you from the United Way for donations from members.
- Information from the Agency on Aging about Senior Center Month.

- 5. Treasurer's Report:** The Treasurer's Report was presented by Mike Petrucelli and Phil Caporusso. Phil Caporusso asked about the audit adjustment and if it should go into income. Cynthia DeLuca asked about charging for the Ahrens Program. It was noted that charging Ahrens Program participants had been discussed but was never voted on. Janice Jackson noted that participants do pay dues and sometimes make donations to the Center. Cynthia DeLuca moved to accept the finance report. Doreen Fontana seconded.

The report was referred to the Finance Committee following the prevailing motion.

- 6. Committee Reports:**

- a. Personnel Committee: No meeting and no report.
- b. Finance Committee: No meeting and no report.

- 7. Old Business:** The Chair noted that since Shirley Serrano was absent, we would discuss the response to the community tragedy at Jonathan Law at the next meeting.

8. Executive Director's Report: Janice Jackson reviewed her written report furnished to the Board. Phil Caporusso asked about the gift cards for seniors for Thanksgiving that the Center requests from the United Way of Milford. Janice stated that they requested \$2,500.00 for 100 clients. Phil Caporusso said he would advocate for this with the United Way Board.

9. New Business:

- a. **Additional Security Cameras** - Janice Jackson presented the bids she received for purchasing and installing the cameras. Phil Caporusso suggested we get an additional camera to have better coverage on the front of the building. There was some discussion about the placement and number of cameras. Phil Caporusso made a motion to accept the bid from MLK Locksmith and to budget \$600.00 for a third camera. Cynthia DeLuca seconded. The motion prevailed.
- b. **Paychex HR Essentials** - Sharon Szturma presented information on this HR program available thru Paychex who currently does our payroll processing. She reviewed the features of the program including an employee assistance program, employee handbook development, online seminars, OSHA safety posters, etc. She reviewed various costs that the Center has now that HR Essentials would cover. She also spoke about Paychex handling accruals for vacation time and sick leave that we currently do in-house. She noted that the employee who does the accrued/earned time may be leaving or reducing her hours.

It was decided to have the Paychex representative (Jeff Farber), attend the November 10th meeting to present their proposal to the board.

- c. **Water Coolers** - Mary Allen Heerema looked into the current contract for our water coolers and noted that the contract with Crystal Clear ends in March 2015. We rent the coolers at a cost of \$2,015.00 per year. She looked into purchasing the coolers and received prices from Amazon and Blue Line. Phil Caporusso asked that they make sure we have someone that can unhook the current coolers and install the purchased ones. Phil Caporusso made a motion to purchase 7 water coolers to replace the rented ones. Cynthia DeLuca seconded. The motion prevailed.

There being no other business before the Board, the meeting adjourned at 6:25 P.M.

Respectfully submitted

Terry Nolan, Secretary
Milford Council on Aging
Board of Directors