**Milford Council on Aging Meeting Minutes, Thursday, November 12, 2020, 5:30 p.m.**

**Call to order:** Meeting was called to order by Lillian Holmes at 5:31 p.m. The meeting was conducted through the Zoom platform. Participants connected via computer and telephone.

1. **Roll Call:** Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Shirley Serrano, Gloria Lanna, Mary Beth Stickley, Dick Dowin, Benjamin D. Gettinger (phone)

Absent: Lynda Stephenson

Staff: Leonora C. Rodriguez, Executive Director, Liz Kassey, H.R. Director, Phyllis Leggett, Marie Vaughn (phone), Food

Bank, Jim Convery(phone), Transportation

Aldermanic Liaison: Ward Willis

1. **Approval of Agenda:** Lillian entertained a motion to approve the agenda as printed. Shirley made the motion and was seconded by Phil. The motion prevailed.
2. **Minutes**- Lillian entertained a motion to adopt the October 19th minutes. Phil made the motion to accept the minutes and Shirley seconded the motion. Lillian noted a change from “moved to refer” to “requested a motion” on #4 Treasurer’s Report, sentence # 5. Mary Beth will email the corrected minutes.
3. **Chairman’s Report and Correspondence**
   * + 1. Lillian apologized for her abrupt departure from the October meeting.
       2. A special thanks to all who participated in the door contest judging. Door 8(Leonora) placed first, followed up by door #5 Meals on Wheels). A public apology was given to Lynda who unfortunately did not receive the email regarding the contest.
       3. Lillian discussed with Board members their continued interest in serving on the Milford Council on Aging. A reminder to Directors- According to the Bylaws of The Milford Council on Aging, which governs us, Article 3, Section 4. It simply reads-Regular attendance is expected for all council members. In the event of absence by any member for 3 consecutive meetings except for reasons of health, or other extenuating circumstances as duly reported to the Chairman in advance of a Council meeting, the Council may request the resignation of that member through the office of the mayor. We will not be taking such action at this time. Lillian asked, when possible, to please let her and Leonora know in advance as a matter of courtesy. The end of the report.
       4. Leonora shared correspondence of gratitude that was included in our packet that Robin received for the Food Bank.
4. **Treasurer’s Report:** Shirley read the report. Questions about the Community Development Block Grant, the extra payroll in October and membership dues were answered.

Lillian requested a motion to refer the report to the Finance Committee. Gloria made the motion and Phil seconded. The motion prevailed.

1. **Committee Reports:**
   1. Personnel: No meeting/ no report
   2. Finance: No meeting/ no report Phil noted a need to put together a proposal to engage a professional to advise on CDARS.
   3. Strategic Planning Committee: No meeting/ no report
2. **Old Business:** None, currently.
3. **Executive Director’s Report:** Leonora Rodriguez reviewed her submitted written report. Leonora addressed questions regarding Veteran’s Wall and online classes and fees. Leonora highlighted that fifty-two veterans had provided their photos and bios, including one of our Board member- Dick Dowin. She shared the protocol to be followed by visitors to the Wall. Lillian, on behalf of the Board, extended congratulations to the Center Staff for all the programming and their hard work.
4. **New Business:**
   1. Discussion of replacement vehicles- Leonora provided a comprehensive, itemized list of all vehicles, ages, list of repairs (next month) as requested by Phil and proposals for complete purchases. The Meals on Wheels vehicle needs to be replaced. Phil suggested moving on ordering the vehicle as it will take time. Phil made the motion to proceed with the proposal from Cart Concepts to purchase vehicles. The motion was seconded by Shirley. (Need OUTCOME of the motion, L Holmes.)
   2. IT Upgrades- The Center is increasing their virtual programming (due to Amanda’s hard work) while using an antiquated limited bandwidth. Estimates for the requisite upgrades are sought. Phil suggested contacting the City to request the possibility for the city to run the wires (possibly more cost effective).

Lillian asked Mary Beth to document again the meeting’s attendance. She reminded, for the record, everyone to be aware of the reports in the informational packets and thanked the staff and commended Amanda for a vivid and colorful report.

The memo regarding background checks for Board members was discussed with regards to Social Security information privacy concerns.

Lillian noted that historically the Board has a Christmas party and that due to COVID-19 we will not have one this year. She is hopeful for next year.

The Chair entertained a motion to adjourn the meeting. Phil made the motion, seconded by Shirley. The motion prevailed.

Lillian adjourned the meeting at 6:32 pm.

Respectfully submitted

Mary Beth Stickley, Secretary, Milford Council on Aging Board of Directors

Note for Mary Beth:  
I rewrote the last phrase in the second sentence of the 4th to last paragraph.