

Milford Council on Aging Meeting Minutes
November 13, 2012

In Attendance: Terri Amann, Cynthia DeLuca, Dick Dowin, Phil Caporusso, Joyce Elwell, Lillian Holmes, Shirley Serrano, and Mike Petrucelli.

Absent: Vicki Battle

Aldermanic Liaisons: Paula Smith and Bryan Anderson were both present

Also present were Janice Jackson and other staff members of the Milford Senior Center.

Chairman, Lillian Holmes called the meeting to order at 5:40 p.m and entertained a motion for adoption of the October 15, 2012 minutes requesting any deletions, additions or comments. Shirley Serrano requested that it be noted that the minutes did not, in the discussion in paragraph one on page four, reflect her objection to the raising of the cost of the mini lunch by 25 cents effective January 1, 2013. The Secretary noted her request as stated herein.

Chairman Lillian Holmes entertained a motion for adoption of the minutes. Mike Petrucelli so moved seconded by Dick Dowin. A vote was taken and the motion prevailed.

Correspondence:

Chairman Lillian Holmes had no formal report but thanked the Center's staff regarding service related to the storm. A thank you card from Cynthia DeLuca regarding the donation to the Calvary Alliance Church in memory of her husband, Al DeLuca, was shared

Janice Jackson read a note from the United Way of Milford sent by Henry Jadach, Chairman of the Golf Committee thanking the Center for their contribution of \$50.00 towards the Golf Classic. Janice also noted the Center's receipt of a \$2,000.00 check from the Untied Way of Milford for the Milford Food Bank. Janice also shared an article from the Milford Living Magazine regarding the Center's Memoir class.

Treasurer's Report:

Phil Caporusso commented on the line items in the treasurer's report and noted a 25% increase in the cost of liability insurance noting there was an increase of \$1,626.00 for the liability insurance. Phil also discussed that the Center spent \$7,000.00 more than it took in and noted a \$25,000.00 minus cash flow for the fiscal year. The Chairman requested any comments or questions regarding the report. Shirley Serrano questioned why the \$2.00 increase for mailing the monthly bulletin to members was not indicated in the line items. There was a brief discussion by the bookkeepers as to how that increase would be reflected. The Chairman then requested a motion for referral of the treasurer's report to the Finance Committee. Shirley Serrano so moved and was seconded by Cynthia DeLuca. A vote was taken and the motion prevailed.

Committee Reports:

Personnel Committee: Chairman Cynthia DeLuca reported there had been no meeting.

Finance Committee: Chairman Phil Caporusso commented on the meeting of the Finance Committee that had taken place this date. He briefly discussed the breakdown of the projected budget. Projected negative cash flow was discussed and he suggested adding that deficit amount to the budget request from the City of Milford. Phil noted that the second matter discussed in the meeting was the anticipated health insurance increase. He requested a motion to increase the cost share of the Center's employees from 5% to 6% per week effective January 1, 2013. Cynthia DeLuca inquired as to whether that increase would be sufficient. Elle Gilbertson discussed the increase as a means to counter the anticipated deficits. The Chairman requested any further questions or comments on the report and hearing none called for a motion to refer the report of the Finance Committee. Shirley Serrano seconded the motion. A vote was taken and the motion prevailed.

Phil Caporusso moved to increase the employee cost share for the health insurance premium. Shirley Serrano seconded. Alderman, Bryan Anderson questioned the amount to be made up by the increase as he discussed agreements by City Departments that he was familiar with. He stated that the cost share was usually in the 2% to 6% range. Alderman Paula Smith added comments regarding increases of up to 6%. Phil Caporusso discussed the budget and increase of provisions to seniors and stated that the Center can only absorb so much of increase in costs. Alderman, Paula Smith questioned the basis for increases for payroll. Janice Jackson stated that the increases were 2.5% and Phil Caporusso referred to the tables utilized as the basis for annual increases for employees. Phil Caporusso and Terri Amann suggested revisiting the issue in June. Cynthia DeLuca noted that other towns' employees' contribution rate is as great as 10-12%. The Chairman called for vote. A vote was taken and the motion prevailed. The Chairman requested other questions of the Finance Committee and there were none heard.

Old Business:

Joyce Elwell discussed her research regarding Skilled Nursing facilities and Assisted Living facilities policy regarding trips and outings for people with cognitive and physical impairments. She reported she contacted counsel for various nursing facilities as well as the director of a local assisted living facility and found that written policy on this topic is limited. She shared OSHA language, and various policy document language she obtained and recommended the draft/manuscript of separate policy for trip safety for the Center. Mary Steinmetz suggested what was required was a policy by which the Center would request family members or care givers to provide supervision on trips for members with impairments. The Chairman requested an Ad Hoc Committee for developing policy to present to the Board during the next meeting. Committee members appointed were Cynthia DeLuca, Phil Caporusso, and Joyce Elwell for the purpose of developing a policy to require accompaniment of members by family on trips.

Executive Director's Report:

Janice Jackson reported that she attended a Collaborative for Residential Integrity for the Elderly and Disabled (C-Ride) meeting. Health department employees discussed hoarders and blighted housing cases. Janice also stated that 484 flu shots were administered at two flu clinics at the Senior Center. Janice Jackson further reported she attended the United Way Council of Executives meeting. Upcoming events were discussed and Gary Johnson discussed the United Way goal for their campaign is \$900,000.00. Janice thanked Mary Steinmetz for taking over during her four day vacation in October. She further reported that due to Hurricane Sandy, the Center was closed October 29th, 30th, and 31st. She noted her discussions with Mayor Blake and that she was requested to attend meetings at Fire Headquarters on New Haven Avenue to discuss Hurricane Sandy and the Warming Center at the Senior Center. Janice also noted that she and the bookkeepers met with Michael Albacherli from HD Segur regarding the liability insurance costs and noted an increase of \$1,626.00. Also shared was last years' list for the Christmas party for the board and staff and Janice announced that the December 10th board meeting will be at 5:00 p.m. with a presentation by Auditor, Michael Solakian, after which time the Christmas party will commence at 6:00 p.m. Janice requested that the Center be closed on Christmas Eve due to low participation. The Chairman called for a motion to close the Center on December 24th. Cynthia DeLuca so moved and was seconded by Shirley Serrano. A vote was taken and the motion prevailed.

New Business:

The Chairman entertained a motion for approval of the City Budget. Shirley Serrano so moved and was seconded by Mike Petrucelli. Phil Caporusso requested an addition of the request to include an increase of \$27,000.00 as previously discussed and the Chairman noted the amendment of the motion. A vote was taken and the motion, as amended, prevailed.

The Chairman then requested any other items of business to come before the board. Hearing none, she then requested a motion to adjourn. Mike Petrucelli so moved seconded by Shirley Serrano.

The Meeting adjourned at 6:40 pm.

Respectfully submitted,

Joyce Elwell, Secretary
Milford Council on Aging