

Milford Council on Aging Meeting Minutes
Tuesday November 13, 2018, 5:00 p.m.

Call to order: Meeting was called to order at 5:34pm by Lillian Holmes.

- 1. Roll Call:** Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Gloria Lanna, Cynthia DeLuca, Judge Beverly Streit-Kefalas, Shirley Serrano, Dick Dowin, Terry Nolan.

Absent: Doreen Fontana

BOA Liaisons: Connie Gaynor, Excused Ellen Beatty

Staff: Janice Jackson, Amanda Berry, Elle Gilbertson, Phyllis Leggett, Jim Convery

Guest: Michael Solakian, CPA

- 2. Agenda:** Lillian entertained a motion to approve the agenda with one change, moving item 9a to item 3. Phil made the motion and Shirley seconded. The motion prevailed.
- 3. New Business:** Presentation of Audit by Michael Solakian, CPA - Michael presented the June 30, 2018 report to the board. He noted that overall the audit was positive. He informed us of 2 major changes in non-profit reporting. He commended the staff for their assistance in the audit. Lillian asked about a particular statement on page 2 of the audit. Michael said that was standard language that was added. He said they will correct and send a new version.
- 4. Minutes:** Lillian entertained a motion to adopt the October 9th meeting minutes. Shirley made a motion, Dick seconded. The board voted with one abstention and the motion prevailed.
- 5. Chairman's Report and Correspondence:** Lillian thanked the staff for the Veterans Day program and congratulated Judge Beverly Streit-Kefalas on her re-election.

Janice Jackson reported the following correspondence:

The Center received an audit for their Workman's Compensation coverage.

The Center received the insurance check for the vehicle that was totaled.

Email from Corey Vena with a quote for adding a step to the Center's 2014 bus to make it easier for the drivers to get into the bus.

- 6. Treasurers Report:** Gloria gave the report for October. Phil noted the large insurance payment this month. A motion was made to refer the September Treasurer's report to the finance committee by Phil. Shirley seconded. The motion prevailed.

7. Committee Reports:

- a. Finance Committee: no meeting, no report.
- b. Personnel Committee: no meeting, no report.

- 8. Old Business:** *Replacing Food Bank van* - Jim presented the quotes he had received for a vehicle to replace the Food Bank van. He recommends the Subaru Forrester. He will test drive and show Janice. Shirley made a motion to have staff move forward with the purchase of the 2015 Subaru Forrester not to exceed the price of \$18,500.00. Cynthia seconded the motion, the motion prevailed.
- 9. Executive Directors Report:** Janice Jackson reviewed her written report furnished to the Board for October. Janice requested that the Center close after lunch on Christmas Eve and reopen the day after Christmas. Cynthia made a motion to set a policy to close the Senior Center on Christmas Eve at 1:00 p.m. and open the day after Christmas when these days fall on a business day. Beverly seconded the motion, the motion prevailed.

There was some discussion about the insurance we carry and the recommendation by Michael Albacherli from HD Segur that we increase certain coverage. Janice will get a summary from Michael of all our current coverage and the cost of increasing coverage for employee theft.

- 10. New Business:** *Audit* - Lillian called for a motion to accept the audit presented by Michael Solakian. Gloria made the motion and Shirley seconded. The board voted and the motion prevailed. Janice made a suggestion that the full audit report go to the audit committee. Janice also asked about the engagement letter for the audit. It seems we did not get one in the spring when we normally do. It was suggested that we need to get the engagement letter by March 30th so that there is time for the board to review and approve before the summer break. That will also give us time to get additional bids if needed.

Closing the Center Early on Mondays in December - Amanda asked the board to approve closing the Center at 4:30 p.m. on Mondays in December because of reduced activities during those days. She said this change would be communicated to members. Shirley made a motion to accept the staff's recommendation. Cynthia seconded, the motion prevailed.

- 11. Other Business:** Lillian reminded the board about the Center's holiday dinner after the board meeting on December 10th. Lillian asked about safety drills at the Center? Janice said they had an "Active Shooter" presentation by the Police Department for the employees. Amanda Berry stated she arranged a presentation regarding "Until Help Arrives" from the Milford Health Department and Fire Department for our members. We will discuss at a future meeting.

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

There being no other business before the Board, the meeting adjourned at 6:15 p.m.

Respectfully submitted,

Terry Nolan
Secretary, Milford Council on Aging Board of Directors