

Milford Council on Aging Board Meeting Minutes
November 17, 2008

Members Present: Phil Caporusso, Karen Craig, Cynthia DeLuca, Joyce Elwell, Lillian Holmes, Mike Petrucelli, Shirley Serrano, Alderman Liaison Phil Vetro.

Absent: Terri Amann and Dick Dowin.

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

Chairman, Lillian Holmes called the meeting to order at 5:30 p.m. and asked the Secretary to take the roll call. Lillian called for any changes, additions or deletions to the prior board meeting minutes and having heard none requested a motion for adoption. Mike Petrucelli so moved and the motion for adoption of the minutes was seconded by Cynthia DeLuca.

Chairman's Report and Correspondence:

On October 23, 2008, Lillian attended the retirement luncheon for Sunny Boncek. Cynthia DeLuca also attended.

Treasurer's Report:

Mike Petrucelli noted there were five payrolls in the month of October and also noted that the Food Bank showed additional expenditures during the last month. Janice Jackson noted the donation of turkeys on Friday and discussed the collection of food by boy scouts at Wasson Field. Mike discussed the operating account balance as well as the Vanguard account balance. Mike noted we may see more negative cash flow.

Chairman Lillian Holmes asked for a review of the Food Bank report. Board member, Shirley Serrano noted that the amount of families being helped by the food bank has increased. Janice commented that there is a greater use of gift cards this past year and she also reported that there is an increase in the number of referrals received from the Human Services Department.

Janice discussed the statistics comprising the food bank report. Shirley Serrano inquired and was informed that funds for gift cards also come from the Food Bank and that the referrals come from various social service agencies, Meals-on-Wheels, and the food bank manager.

Janice explained that the Senior Center purchases gift cards from Shop-Rite for low income senior citizens to purchase food for Thanksgiving. Board member, Cynthia DeLuca also noted a greater use of the food bank. Shirley asked whether fuel assistance comes from the food bank. Janice explained she had obtained permission from the Archbishop's Annual Appeal to use the award monies that the Senior Center received for fuel assistance.

Chairman, Lillian Holmes requested a motion that the Treasurer's Report be referred to the Finance Committee. The motion was made by Mike Petrucelli and seconded by Karen Craig.

Committee Reports:

No committee reports were presented. There were no meetings of either the Finance or Personnel Committees.

Old Business:

The Human Resource Manager, Lisa Arneth, gave a presentation regarding upgrading our information technology system. According to Lisa, our donated server is more than four years old and needs to be replaced. Lisa also discussed the four quotes that she received concerning purchasing a new server, a firewall appliance, a backup system for security, off site storage of backup data, installation fees, and support services. Lisa sited concerns with our present arrangement. Lisa mentioned meeting with Bill Palmer, a volunteer with the Milford Technology Advisory Council. Bill recommended that we purchase a new server, associated hardware, firewall, a backup system, off site storage of backup data, and support services. Lisa recommended that the Senior Center proceed with the Business Network Group to purchase a HP server and all related components and support services. Board member, Phil Caporusso discussed the pros and cons of using a company such as the Business Network Group because they require pre-payment. Lisa explained that an up front payment was not requested and the Business Network Group has a pay-as-you-go system. Board member, Mike Petrucelli suggested further comparison of server choices. The Board of Directors did not support further quotes and discussed that the costs would be similar. Chairman, Lillian Holmes asked for any further questions or comments. Shirley Serrano offered a motion to proceed with the Business Network Group and all other particulars. Mike Petrucelli seconded the motion. The motion was voted on and passed unanimously.

Chairman, Lillian Holmes asked for an update on the Policies and Procedures Manual. The HR Manager, Lisa Arneth explained that the manual was still in progress. Lillian also inquired as to the status of the washer and dryer and was informed it is pending.

Mike Petrucelli asked for a plaque for the owner of Pop's Donuts and was informed by Mary Steinmetz, Program Director that the owner has received a plaque from the Senior Center in appreciation for serving a Thanksgiving dinner to the public.

Executive Director's Report:

Janice Jackson reviewed a compilation of data produced by Michael Albacherli of HD Segur regarding the fact that there will be a decrease in our insurance costs for next year. Janice also discussed the annual grant application for the Community Development Block Grant to pay for one of our drivers. The Certified Resolution required for the funding would be signed by Secretary, Joyce Elwell.

Janice presented financial statistics on fund raising and other income related events over the past year. It was noted that pasta dinners bring in great income. Mike Petrucelli suggested selling cups at the Center for twenty-five cents as opposed to voluntary donations for soda. Mary Steinmetz noted that many younger members take classes and donate for soda as well.

Chairman, Lillian Holmes asked for input on suggestions as to how additional funds could be raised. Phil Caparusso reminded the group that there was a previous rally when donation boxes were used and that we may want to use that method again. Shirley Serrano commented that just one year ago that program was terminated and it would be awkward to ask for donations before we know whether or not the Board of Alderman will approve an increase in our budget. Cynthia DeLuca suggested we should postpone the use of donation boxes until the need arises.

There was a discussion regarding eliminating one of the varieties of soda that is offered at the Center. The board members decided not to reduce the number of varieties of soda because the same amount of soda would be consumed. Mike Petrucelli's suggestion of selling cups for 25 cents for soda was well received as a means of keeping costs down.

Also, Mike suggested charging 25 cents a cup for hot chocolate and milk. Lillian Holmes reiterated for the record that there would be a 25-cent cup charge for soda, milk, and hot chocolate and that coffee and tea would continue to be provided without charge.

Janice shared a letter from the Community Action Agency itemizing the donations received from the Community Cafe. It was discussed that approximately 40 meals are delivered per weekday and an average of \$8.00 is received in donations. It has been suggested that a \$2.00 donation be requested from participants.

Janice stated that she discussed, with the Transportation Supervisor, the need for an additional back up driver when our current back up driver is not available to work. Anne-Marie explained a drug test would be required. Shirley Serrano stated that since it would not further increase payroll it is an excellent idea to acquire another back up driver.

The Board's holiday party was scheduled for December 8th, 2008 and food assignments were given. Lillian stated that next year's Board meeting schedule would be set at the December 8th board meeting.

Chairman, Lillian Holmes asked for any additional comments regarding the reports and there were none.

New Business:

Chairman, Lillian Holmes asked for items of New Business and there were none offered.

The Chairman then requested Executive Session and at 6:53 p.m. Executive Session commenced.

Chairman, Lillian Holmes entertained a motion to end the Executive Session at 7:15 p.m.

Having no other business come before the Board, Chairman, Lillian Holmes entertained a motion to adjourn at 7:16 p.m. The motion carried unanimously.

Respectfully submitted,

Joyce Elwell, Secretary
Milford Council on Aging Board of Directors