

**Milford Council on Aging Minutes
December 10, 2012**

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

Aldermanic Liaisons: Paula Smith and Bryan Anderson were both present

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

The Chairman called the meeting to order at 5:00 p.m.

Phil Caporusso moved to re-order the Agenda by moving item #9 to be discussed first in order to accommodate Accountant, Michael Solakian in the presentation of his audit report. Shirley Serrano seconded. A vote was taken and the motion prevailed. Mr. Solakian presented the audit for the fiscal year ending June, 2012. He stated there were no material deficiencies and discussed reserves and expenses as being similar to the prior year from a liquidities standpoint. He further discussed that although it is optimal to see six months to one year of operating expenses in reserve, it is not unusual for non profits to have less than one month ahead. He was encouraged that the Center has two to three months in reserve. He further discussed that there is nothing in the report that is dramatically different from last year from an auditing perspective.

Lillian Holmes questioned the amount of hours required for an employee to work in order to be eligible for the pension program and eligibility issues for the program were discussed. Mr. Solakian suggested that the best practices approach of formation of an audit committee, with a forensic component similar to those seen in for profits settings should be considered. Lillian Holmes questioned the disclaimer language as to fraud in the audit report and the accountant noted that the audit is not designed to uncover fraud. He encouraged use of internal controls.

Shirley Serrano discussed the prior incident of fraud that had occurred at the Center some years back and noted that the transparency of the system used since then helps guard against problems. Mr. Solakian requested any further questions and having heard none concluded his presentation.

Chairman Lillian Holmes requested review and approval of the November 13, 2012 meeting minutes, and requested any questions, deletions, and additions. Having heard none, Mike Petrucelli moved to adopt the minutes and was seconded by Shirley Serrano. A vote was taken and the motion prevailed.

Chairman's Report

The Chairman gave no formal report.

Correspondence

Three thank you cards for Thanksgiving services were shared. Additionally an e-mail from Paul Piscitelli thanking Janice Jackson for her participation in the Sandy Relief and Recovery Fair on Saturday, November 3rd and Saturday, November 10th was shared

Also shared was a letter from Helen Symborski thanking Kathy Wachter and Rachel White-Reilly for their assistance during inclement weather conditions upon returning from a Center sponsored trip. Additionally, a thank you letter from Mayor Ben Blake for attendance at the Relief and Recovery Fairs was shared. Also, a thank you from a recipient who received food from the food bank after Hurricane Sandy was mentioned.

Treasurer's Report

Treasurer, Mike Petrucelli gave his report. He noted there were five payrolls in November and mentioned that there was nothing further of note to report. The Chairman requested any questions or comments and having heard none entertained a motion for referral of the Treasurer's report to the Finance Committee. Shirley Serrano so moved and was seconded by Michael Petrucelli. A vote was taken and the motion prevailed.

Committee Reports

Finance Committee: Chairman Phil Caporusso reported there had been no meeting

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

In reference to the budget there was a brief discussion by Phil Caporusso regarding the \$35,000.00 detriment in the report. He offered, in his capacity as Finance Committee Chairman, to contact Mayor Blake by telephone call with that concern.

Old Business

The findings of the ad hoc committee regarding trip policy for seniors with cognitive and/or physical impairment, comprised of Cynthia Deluca, Phil Caporusso and Joyce Elwell were discussed. Joyce Elwell read proposed policy drafted for the purpose of protection of seniors on Center sponsored trips. There was a general discussion as to the purpose of the policy and the fact that the committee did not cover much available policy from other sources they contacted. Cynthia DeLuca shared a copy of the travel policy she obtained from the Baldwin Center in Stratford. The Chairman entertained a motion for adoption of the proposed policy for addition to the Center's Policy and procedures manual. Shirley Serrano moved to adopt the policy if the Program Director and Executive Director approved. After a brief discussion, Phil Caporusso moved to adopt the proposed policy and was seconded by Mike Petrucelli. The Chairman requested any additional questions or comments and having heard none took a vote and the motion prevailed.

New Business

There were no items of new business.

Executive Director's Report

Janice Jackson noted that she attended two Hurricane Relief meetings on Saturday, November 3rd and Saturday, November 10th. She also noted that the Veteran's Day luncheon was a success. She also reported that Meals-on-Wheels Coordinator, Marie Vaughn made homemade cheesecakes and sold them to employees and volunteers. The \$462.00 received from the sale of the cheesecakes was donated to the United Way of Milford. She also gave special thanks to Marie Vaughn, Geri Dichkewich, Bonnie McAllen, Rachel White-Reilly, and Rick George for delivering meals on Thanksgiving and transporting seniors to Pops Restaurant. Janice discussed the City Budget submitted to the Finance Department on November 7 and discussed that changes were made to the budget after the recommendations of the Board members and re-submitted on November 14.

Janice Jackson also offered congratulations to Mary Steinmetz and Rita Whiskeyman for 20 years of service to the Senior Center. Phil Caporusso suggested sending copies of thank you cards received to the United Way of Milford and Janice Jackson affirmed that would be done.

The Chairman requested other items of business to come before the Board and hearing none requested a motion to go into Executive Session for the purpose of discussion regarding some concerns pertaining to a member. Shirley Serrano so moved and was seconded by Phil Caporusso. A vote was taken and the motion prevailed.

The Board went into Executive Session at 5:47 for discussion of an incident involving a member. The Chairman, to accommodate the entry of HR Manager Sharon Szturma who had information as to the subject matter being discussed, suggested the Board come out of Executive Session at 5:58 p.m. There was a brief general discussion regarding particular behavior involving a member. It was noted that Assistant City Attorney, Debra Kelly was consulted and a letter to the subject member was drafted with her advice.

The Chairman then requested a motion to go back into Executive Session at 6:10 p.m. for purposes of additional discussion and referral of the issue to the Personnel Committee. At 6:11 PM Executive Session was ended and the Chairman entertained a motion for adjournment of the Board meeting. Mike Petrucelli so moved and was seconded by Shirley Serrano. A vote was taken and the motion to adjourn prevailed.

The meeting adjourned at 6:12 PM.

Respectfully submitted,

Joyce Elwell, Secretary
Milford Council on Aging