**Milford Council on Aging Meeting Minutes**

**Monday, February 10, 2019, 5:30 p.m.**

**Call to order:** Meeting was called to order at 5:28 p.m. by Lillian Holmes.

1. **Roll Call:** Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Shirley Serrano, Dick Dowin, Benjamin D. Gettinger, Linda Stephenson, Mary Beth Stickley, Doreen Fontana

Absent: Gloria Lanna,

Staff: Leonora C. Rodriguez, Executive Director, Amanda Berry, Program Director, Phyllis Leggett, Bookkeeper, Alphia Roberts, Bookkeeper, Liz Kassay, HR Manager, Wendy Ferraro, Kitchen Manager, and James T. Convery, Transportation Supervisor.

Aldermanic Liaisons: Connie Gaynor and Ward Willis.

1. **Agenda:** Lillian made a motion to approve the agenda. Phil made the motion and Shirley seconded. The motion prevailed.
2. **Minutes:** December special Meeting on 12/30/2019 Lillian asked the committee if they had received the minutes from December 30, 2019. She stated they were not included in the documents received therefore approval of those minutes would take place in the March meeting.
3. **Minutes**: January 13, 2020 minutes: Lillian entertained a motion to adopt the January minutes with one change noting that Leonora opened the January meeting, not Lillian. Phil made the motion and Linda seconded. The motion prevailed.
4. **Chairman’s Report and Correspondence:** Lillian has gone to the bank and completed paperwork to become a signer on checks.

Leonora shared thank you cards received, one from Maria Hamilton and one from Cynthia DeLuca.

1. **Treasurer’s Report:** Doreen read the submitted treasurer’s report prepared by Phyllis Leggett. Lillian asked for comments, highlights or insights. Linda noted “a sound money fund.” Phil noted the excessive funds need to be discussed before the summer.

Shirley made the motion to accept the report and it was seconded by Doreen. The motion prevailed.

1. **Committee Reports:**
   1. Personnel: No Report
   2. Finance: No Report
2. **Old Business:** Shirley and Leonora met for the Strategic Planning Committee. Phil noted his absence from that meeting and added that one of the key issues, short term, is how we've adjusted the pay scale based on the Connecticut Wage Adjustment. A Nonprofit Health Check-up was reviewed. Phil noted his surprise that we had not completed one before.

Lillian suggested for the Board’s consideration to explore participating in a retreat to construct a strategic plan to look at our mission and vision. She wanted to explore the possibility of bringing in a facilitator who could assist in developing a plan with measurement tools. Members discussed the expense which may prove prohibitive and the timeline to complete the work. Leonora expressed that with a committee in place; the committee could build, rather than start from the beginning. Phil suggested Leonora could do the foundation work necessary to the plan. Lillian noted that the Executive Director’s evaluation dovetails down from the plan. Phil stated the Non-Profit Health Check-up has items that trickle down to the evaluation.

1. **Executive Director’s Report:** Leonora Rodriguez reviewed her submitted written report. She highlighted twenty-six entries to the logo contest. Seventy tickets have been sold for the Valentine’s Dance. Linda asked about the senior living bus tour and Leonora provided clarification. Leonora commented on the online food ordering current success in monitoring expenses and tracking orders. Leonora recognized the new full charge bookkeeper, Alphia Roberts.

The Chair noted that the Executive Director’s Report would be filed.

**10. New Business:**

a. **Discussion of Ahren’s Program Policies and Procedures, Financial Assistance and Fee-For-Service start date.** Linda noted that upon reflection she felt that clients in the Ahren's Program should be charged a small fee. The document was reviewed by members of the board with specific changes noted. On page 5, C2 and C3 reflected, needed to be reviewed and reworded. On page 8, specific programs needed to be included and on pages 10 and 11 specific additions were noted. Also, the need for wordsmithing was added. Linda volunteered to assist in wordsmithing the document. Phil moved to accept the policy with changes to page 5, items C2 and C3, the additions on page 10, and general wordsmithing. Shirley seconded the motion. The motion prevailed.

1. **Discussion of Senior Center Strategic Planning Committee**: The Chair asked if the Board had sufficiently discussed the Strategic Planning noted in **Item 8**. Consensus noted no further discussion was noted at this time.
2. **Proposal for Milford Senior Center 50th Anniversary Event**

Leonora made a proposal for a double celebration to commemorate the Center’s 50th anniversary and the 30th anniversary of the Ahren’s Program to take place in September 2020. The Chair entertained a motion. Shirley made the motion to move forward and Linda seconded it. The motion prevailed.

Leonora asked for Board volunteers to assist in planning the gala.

Committee: Shirley, Lillian, Linda, Mary Beth and Staff.

1. Executive Session: Personnel Issue:

The Chair entertained a motion to enter Executive Session at 6:28 p.m. to discuss a personnel issue. Linda seconded it. The motion prevailed.

The Chair entertained a motion to come out of Executive Session at 7:31 p.m. having discussed the personnel issue. Phil made the motion and Shirley seconded the motion. The motion prevailed.

The Chair made the motion to adjourn the meeting at 7:32 p.m. Phil seconded, and the motion prevailed.

There being no other business before the Board, the meeting adjourned at 7:35 p.m.

Respectfully submitted,

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