Milford Council on Aging Meeting Minutes, Monday, April 13, 2019, 5:30 p.m.

**Call to order:** Meeting was called to order at 6:00 pm by Lillian Holmes. The meeting was conducted through the gotomeeting.com platform.

1. **Roll Call:** Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Shirley Serrano, Mary Beth Stickley, Doreen Fontana, Linda Stephenson (joined meeting at 6:26), Gloria Lanna

Absent: Dick Dowin, Benjamin D. Gettinger,

Staff: Leonora C. Rodriguez, Executive Director, Phyllis Leggett, Bookkeeper

Aldermanic Liaisons: Ward Willis, Connie Gaynor

1. **Approval of Agenda:** Gloria made a motion to approve the agenda, seconded by Phil. The motion prevailed.
2. **Minutes**- March 9, 2020 minutes: A correction needed to be made to number 6, the Treasurer’s Report noting the discussed change. Lillian entertained a motion to adopt the March minutes. Phil made the motion to approve the changes and Doreen seconded. The motion prevailed.
3. **Chairman’s Report and Correspondence:** Lillian welcomed everyone to the new platform. She expressed thanks to the staff at the center and wished everyone to stay safe and healthy. She noted there was no correspondence at this time.
4. **Treasurer’s Report:** Doreen noted that the format of this report is different at this time. Also, a memorandum was included noting incomplete line items (6560 and6185). Phil wanted to know when these items would be corrected. Phyllis noted that Alphia and she would be working on Tuesday and Wednesday to complete the report. The report would be resent to all board members. Gloria made the motion to approve the report upon completion of the noted line items. Phil seconded and the motion prevailed.
5. **Committee Reports:**
   1. Personnel: No Report/No Meeting
   2. Finance: A telephone meeting was held on April 3rd, attended by Phil, Leonora, Lillian and Ward. Noted in the meeting, all bills had been paid and donations were down for the month. They decided to temporarily suspend the 2 signatures required on checks over $500.00, to only one signature, due to Covid 19.
   3. They also reviewed the 7 furloughed employees and 23 staff members on abbreviated schedules. The Chair made a motion to accept the report submitted by Phil, including the temporary signature to check signatures. The motion prevailed.
   4. Strategic Planning Committee:
6. **Old Business:** None at this time
7. **Executive Director’s Report:** Leonora Rodriguez reviewed her submitted written report.

Leonora also noted efforts regarding hours, protocols and staffing decisions. Staff members have been making calls to members, checking on their welfare and individual needs for services. She commended her team for their amazing service during this difficult time. Leonora review her strictly followed social distancing policy and cleaning protocols in use at the Center. Lillian posed questions regarding Meals On Wheels and the mini meals which are provided at the center. Leonora shared the significant growth of participants in the mini meal program. Linda lauded Leonora for her work, noting that the Center is a “best-kept secret”. Linda noted that these stories of success should be shared with the community.

The Chair entertained a motion to adjourn the meeting. Phil made the motion, seconded by Gloria. The motion prevailed.

Lillian thanked everyone and adjourned the meeting at 6:55 pm.

Respectfully submitted

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

2.

Motion Seconded

3.

Motion Seconded

4.

Motion Seconded

5.

Motion Seconded

6.

Motion Seconded

7.

Motion Seconded

8.

Motion Seconded

9.

Motion Seconded

10.

Motion Seconded