Milford Council on Aging Meeting Minutes, Monday, October 19, 2020, 5:30 p.m.

**Call to order:** Meeting was called to order by Lillian Holmes at 5:31 p.m. The meeting was conducted through the Zoom platform. Participants connected via computer and telephone.

1. **Roll Call:** Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Shirley Serrano, Gloria Lanna, Mary Beth Stickley, Dick Dowin

Absent: Benjamin D. Gettinger, Lynda Stephenson,

 Staff: Leonora C. Rodriguez, Executive Director, Liz Kassey, H.R. Director, Phyllis Leggett,

 Aldermanic Liaison: Ward Willis, Connie Gaynor

1. **Approval of Agenda:** Lillian entertained a motion to approve the agenda as printed. Gloria made the motion and was seconded by Phil. The motion **prevailed**.
2. **Minutes**- Lillian entertained a motion to adopt the September 14th minutes. Phil made the motion to accept the minutes and Gloria seconded the motion. Gloria noted “made the motion” was listed twice on number 4 in the September 14th minutes, and Mary Beth noted that on number 2 of the agenda, the second page of the minutes from the June 8th meeting were not printed. Mary Beth noted she attached the minutes again but were not included in the October packet. She will email the minutes to the Board.
3. **Chairman’s Report and Correspondence**
	* + 1. Meeting Date**—**A decision to hold meetings on the Tuesday immediately following a Monday holiday was reached.
			2. Refer to \* below
			3. No Correspondence
4. **Treasurer’s Report:** Shirley read the report. Phil commented that we have a lot of money. Lillian had a question about the high cost of mailing the newsletters (office report on page 11). Phyllis noted a large amount had been distributed.

Lillian moved to refer the report to the Finance Committee. Phil made the motion and Dick seconded. The motion prevailed.

1. **Committee Reports:**
	1. Personnel: No meeting/ no report
	2. Finance: No meeting/ no report Phil noted a meeting needed to be scheduled.
	3. Strategic Planning Committee: No meeting/ no report
2. **Old Business:** Phil suggested some “housekeeping” regarding Board member absences needs to take place. Lillian said she would check on the situations.
3. **Executive Director’s Report:** Leonora Rodriguez reviewed her submitted written report. She noted that the Reopening Plan was a “living document” and depending on Covid 19 cases, stressing the fluidity of the Center’s use of the document.
4. **New Business:**
	1. Certified Resolution for CDBG-CV- The document was shared and needed the signature if the Board secretary.
	2. Employee health insurance plan- A meeting with Tanya (City Hall) will take place at the end of this week. Liz suggested decisions would be finalized by the end of November. Feedback at next meeting.
	3. Discussion of future replacement vehicles- Leonora will provide a comprehensive, itemized list of all vehicles, ages, list of repairs (next month) as requested by Phil. The Meals on Wheels vehicle needs to be replaced. Phil suggested moving on ordering the vehicle as it will take time. Leonora will bring the proposal to the November meeting.
	4. Veteran Wall of Honor- Leonora provided a template of the display. Asked for volunteers to make phone calls to members who may be veterans. Shirley, Gloria and Mary Beth volunteered to help with the calls.
	5. Halloween Activities- Center staff will compete in a door decorating contest. Lillian, Phil and Mary Beth volunteered to help Leonora judge the doors.

Lillian had a question about the Reopening Plan regarding the medical mask exception. Leonora noted the Center will review the exceptions but will follow Milford’s Health Department’s recommendation.

\*Lillian investigated the feasibility of conducting our Board meetings in person. Lillian noted that the largest room in the Center would only accommodate 10 people (according to the guidelines). Therefore, meetings will continue to be held virtually. Lillian wanted this to go on record that we attempted.

Lillian thanked everyone for their participation and expressed the Board’s appreciation to Leonora, Liz, Phyllis and to the Center’s Staff for all their hard work and dedication.

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

 prevailed.

Lillian adjourned the meeting at 6:29 pm.

 Respectfully submitted

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