Milford Council on Aging Meeting Minutes, Tuesday, December 14, 2020, 5:30 p.m.

**Call to order:** Meeting was called to order by Lillian Holmes at 5:40 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, Benjamin D. Gettinger, Linda Stephenson

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

Program Director

Aldermanic Liaison: Ward Willis Guest/Speaker: Phil Ucci, Financial Adviser, Bank

1. **Approval of Agenda:** Lillian entertained a motion to approve the agenda with an amendment to move item 9A to number 3 to accommodate Phil Ucci, financial advisor. Dick made the motion and was seconded by Phil. The motion prevailed.
2. **New Business(9A), Investment Portfolios**: Phil Ucci (Edward Jones) provide a thorough presentation of options for investing Center funds for maximum return. He answered numerous questions. Mr. Ucci will provide a copy of his slide presentation.
3. **Minutes**- Lillian entertained a motion to adopt the November 12th minutes. Phil made the motion to accept the minutes and Shirley seconded the motion. The motion prevailed. Linda noted her first named was spelled incorrectly and a correction was needed. Additionally, to clarify the November meeting day which had been changed to reflect the lack of quorum on November 12th. Mary Beth will email the corrected minutes.
4. **Chairman’s Report and Correspondence:** Lillian thanked the Center’ stafffor the Thanksgiving treat given to the Board and highlighted the press coverage. A holiday card was received from the Registrar of Voters.
5. **Treasurer’s Report:** Shirley read the report. Discussed the time-period for keeping money in current accounts, will keep for 4 weeks and extend if necessary. The finance committee will exchange emails to finalize plan. Lillian requested a motion to refer the report to the Finance Committee. Dick made the motion and Phil seconded. The motion prevailed.
6. **Committee Reports:**
   1. Personnel: No meeting/ no report
   2. Finance: No meeting/ no report Phil noted and highlighted Phil Ucci’s expertise, and reviewed the rationale for strategically moving money under the protection of the FDIC. Phil asked Phyllis the amount needed to be kept in the operating fund to run the Center. Further discussion will take place.
   3. Strategic Planning Committee: No meeting/ no report
7. **Old Business:** None, at this time.
8. **Executive Director’s Report:** Leonora Rodriguez reviewed her submitted written report. Gloria took a tour of the Center and had positive feedback regarding the appearance of the facility. Leonora shared the reports in her packet and discussed medical rides (page 19).
9. **New Business:**
   1. Investment Portfolio- Refer to Minutes, item #3
   2. CDBG/CDBG-CV Certified Resolutions- Phil suggested for both documents to be signed by Mary Beth and returned to the Center.
   3. Leonora received 2 estimates for improved technology connectivity. Linda asked how long it had been since the last upgrade (a long time). Phil requested comprehensive written proposals from both companies.

Amanda Berry informed the Board a Senior Center member had died in a motor vehicle accident.

1. Executive Session: At 6:52, the Chair entertained a motion to move to executive session to discuss a staff recognition.

At 7:16, the Chair entertained a motion to come out of executive session having discussed staff recognition. Phil made the motion and was seconded by Mary Beth.

As always, Lillian thanked everyone for their participation in supporting the center.

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

Lillian adjourned the meeting at 7:17pm.

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