Milford Council on Aging Meeting Minutes, Monday, March 14, 2022, 5:30 p.m.

1. **Call to order:** Meeting was called to order by Lillian Holmes at 5:30 p.m. The meeting was conducted through the Zoom platform. Participants connected via computer and telephone.
2. **Roll Call: Board Members:** Lillian Holmes, Dr. Philip Caporusso, Mary Beth Stickley, Shirley Serrano, Gloria Lanna, Benjamin D. Gettinger Absent: Linda Stephenson

**Staff**: Leonora C. Rodriguez, Executive Director, Phyllis Leggett, Accounting Coordinator, Liz Kassay, Human Resource

Manager, Amanda Berry, Program Coordinator

1. **Approval of Agenda:** Lillian entertained a motion to approve the agenda. Shirley made the motion. Phil seconded the motion, and the motion prevailed.
2. **Minutes**- Lillian entertained a motion to adopt the February 14th minutes with the change regarding Ben being present at the meeting. Ben made the motion to accept the minutes and Phil seconded the motion. The motion prevailed.
3. **Chairman’s Report and Correspondence:** Lillian noted there was nothing to report for the month. Lillian welcomed Alderman Dan German to our Council on Aging meeting. He expressed that he’d just received notification for the meeting from Shirley and was looking forward to participating. Leonora noted that there was no correspondence.
4. **Treasurer’s Report:** Shirley read the report. Gloria referenced the loss of funds which everyone attributed to the current decrease in the Stock Market. Phil suggested we invite Phil Ucci, from Edward Jones to brief the Board perhaps twice during the year. Hearing no further questions or comments, Lillian requested a motion to refer the report to the Finance Committee. Phil made the motion and Shirley seconded. The motion prevailed.
5. **Committee Reports:**
   1. Finance: No meeting/ no report
   2. Personnel: No meeting/ no report
6. **Old Business:** COVID-19 Employee policy update: After clarification, the updated “policy” will be referred to the Board for approval.
7. **Executive Director’s Report:** Leonora Rodriguez reviewed her submitted written report highlighting the most prominent areas. She noted “lots and lots” of lettuce, donated by Whole Foods to the Center’s Food Bank and members. Leonora summarized the Covid Policy again. Phil made the motion to accept the procedure as the new Covid 19 Policy, seconded by Gloria and unanimously approved. Ben asked if the policy was in line with other City departments. Leonora replied it was not and the Center is not one of the City’s departments. Phil stated that since there’s no PPP money and employees are using PPO, it’s appropriate regardless of what’s being done by the City.
8. **New Business: a.** Certification Resolution (CBDG):Waiting for funds to repair a Meals on Wheels vehicle, an old vehicle to be back in service and date change. Gloria made the motion to adopt the Certified Resolution and date change with the signature of Mary Beth. Phil seconded and the motion prevailed.

**b.** Seeking New Auditing Firm: Phyllis expressed the difficulty of completing this process “in house”. Gary Johnson of the United Way recommended three auditors, two from Lillian, and one from Dan German. Phyllis noted more referrals would be appreciated. Phyllis stated the need for a separate accountant to avoid a conflict of interest. Leonora and Phyllis would like to have an accountant to refer to as needed. The Center needs the “right fit”.

1. **Adjournment-** Lillian thanked everyone for the work done at the Center**.** Phil made the motion to adjourn the meeting, seconded by Gloria, unanimously approved. Lillian adjourned the meeting at 6:10pm.

Respectfully submitted,

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