Milford Council on Aging Meeting Minutes, Monday, March 4, 2021, 5:30 p.m.

**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.

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

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

Program Director

Aldermanic Liaisons: Ward Willis, Connie Gayner

1. **Approval of Agenda:** Lillian entertained a motion to approve the agenda. Gloria made the motion and was seconded by Shirley. The motion prevailed.
2. **Minutes**- Lillian entertained a motion to adopt the January 11th minutes. Shirley made the motion to accept the minutes and Dick seconded the motion. The motion prevailed.
3. **Chairman’s Report and Correspondence:** Lillian thanked the Center Staff and Board Members for all their hard work. Lillian referred to the memo she sent to the Board. It referenced the steps to logon to the Zoom meetings, reminding everyone to be on time, Also a list of committee assignments and the need for a bylaw revision committee. The bylaw revision committee will be a short-lived exercise. Lillian asked for volunteers. No correspondence was received this month.
4. **Treasurer’s Report:** Shirley read the report. Hearing no 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. Personnel: No meeting/ no report
   2. Finance: Phil noted that there was no meeting but correspondence with various board members took place regarding the funds to be invested with Edward Jones. Phyllis stated that the money is ready to go and hopefully the transaction will be taken care of by the end of next month.
6. **Old Business**: A. The Meals on Wheels vehicle should be ready and delivered sometime in mid-March.

B. The refrigeration unit has been delayed in the warehouse and should also be delivered mid-March.

1. **Executive Director’s Report:** Leonora Rodriguez reviewed her submitted written report. Phil, thinking out loud, questioned if there was any thought about doing any rapid testing of the members. He asked Leonora about the guidance coming from the Health Department. She stated of the objective of the Center is to get people back into the building and currently there is no requirement for members, nor staff, to have a vaccine prior to coming to the Center. It is a personal choice for the individual to receive a vaccine. She explained to the staff, the decision for it to be mandatory would either come from the state level or as a directive from the Board. She thanked Phil for his attempt to be proactive on this issue.

Leonora noted that a question came up before regarding medical exemptions. She stated that members are required to wear a mask upon entry of the building. Members engaging in any on-site activities must wear a mask. Members with a medical exemption, must present the exemption from their doctor upon entry to the center. It is the recommendation of the Milford Health Department, those members would an exemption are not to enter without a mask, but instead utilized reasonable accommodations provided by the Center. Leonora noted that she would keep in close contact with the Health Department.

Gloria asked about the Aaron's Program. Leonora noted that the program was heading in the right direction as they were planning to expand to the afternoon to mirror the morning schedule. Everyone agreed that they must offer programming for this needy population.

Lillian shared a bit of housekeeping asking people in the meeting, to kindly mute their microphones if they are not speaking.

Lenore reviewed the programs that were in place presently and the number of members who are taking advantage of these various programs both in-house and online.

Lillian noted an error in the Food Bank report. It was an oversight and will be corrected.

1. **New Business**
2. **Payroll Management System-**The Center is looking into a payroll computer system, to move from the manual system into an automated system. Most business and nonprofits utilize a payroll management system. Leonora reviewed the tedious pen and paper system presently in place. The Center is looking at two payroll management system, Paychecks and ADP. Liz reviewed the benefits and protocols for each system.
3. **Scheduling Software-** The Center staff has reviewed how membership is currently managed by pen and paper It is reviewed and counted by staff which is time consuming. In an effort to streamline and have accurate data, the staff is exploring some applications to use. Brainstorming about location of the computer and safety protocols took place.
4. **Adjournment-** Phil made the motion to adjourn the meeting, seconded by Shirley at 6:45 pm, was unanimously approved. Lillian adjourned the meeting at 6:45 pm.

Respectfully submitted,

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