

**Milford Council on Aging**

**Minutes of Meeting: April 8, 2024 – 5:30 pm**

The April Meeting was held at the Milford Senior Center. It was called to order by the Chairman Lillian Holmes at 5:30 pm.

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

**Board Members Absent**: Stephen Beres, John Drapp

**Staff:** Phyllis Leggett, Paul Carroza

**Alderman Liaison(s)**: Bill Bevan

**2. Approval of Agenda:** Motion made by Shirley, seconded by Gloria. Motion prevailed.

**3. Approval of Minutes for March 11, 2024:** Motion made by Ben with the following corrections to the minutes: (a) fix a scrivener’s error and (b) include in 3 that the Peter Kaufman audit/report was accepted by Board; seconded by Linda. Motion prevailed.

**4.** **Chairman’s Report & Correspondence**: Lillian, who also attended the event, thanked and acknowledged Shirley and Linda for attending Marie Vaugh’s retirement party. Lillian also encouraged the Directors to support the Golden Glamour pageant on April 23, 2014.

 There was no correspondence.

**5. Treasurer’s Report**: Shirley read the report.

There was also a discussion about sone errors in the month over month figures for line item 6670 (Program Expenses-Other) on the income and expense report. Staff indicated they will look into the issue and will report back at the next meeting. There was also a discussion about the overall increase in expenses and an apparent cashflow problem. Phil requested a list of recent capital expenditures and a list of the regularly occurring expenses, so the Board can do an informal cashflow analysis. Phil made a motion to refer the report to the finance committee, Gloria seconded. The motion prevailed.

**6. Committee Reports:** Finance: No meeting, no report.

Personnel: the Personnel Committee met twice since the last meeting to discuss and analyze the unfinished Employee Handbook.

**7. Old Business:**

 a. *Employee Handbook*: Paul reported on the status of the Employee Handbook. Phil made a motion to table the discussion to give the Board sufficient time to review the recently provided drafts and comments, Linda seconded. The motion passed.

 b. *Newsletter:* Linda pointed out that the Newsletter still needs to update its list of positions for the current Board of Directors.

 c. *Mental Health First Aid Training*: Lillian indicated this item will be included on next month’s agenda, so Leonora can explain what the training entailed and answer any questions.

**8. Executive Director’s Report:** Board members reviewed the report prior to the meeting. Leonora was not present.

**9. New Business:** None

**10. Executive Session:** The Board went into executive session from 6:01 pm to 6:25 pm to discuss a personnel matter. At 6:01 pm, Shirley made the motion to go into executive session, seconded by Phil. The motion prevailed. At 6:25 pm, Linda made a motion to come out of executive session, seconded by Phil. The motion prevailed.

**11.** **Adjournment:** Linda made a motion to adjourn, seconded by Shirley. The motion prevailed and the meeting adjourned at 6:26 pm.

Respectfully submitted,

Ben Gettinger, Secretary, Milford Council on Aging Board of Directors