**Milford Council on Aging Meeting Minutes, Monday, May 8, 2023, 5:30 pm**

**Call to order:** Meeting was called to order by Lillian at 5:30 p.m. The meeting was conducted through the Zoom platform. Participants connected via computer and telephone.

1. **Roll Call: Board Members:** Lillian Holmes, Mary Beth Stickley, Gloria Lanna, Shirley Serrano, Stephen Beres

Benjamin D. Gettinger, Dr. Philip Caporusso Absent: Linda Stephenson

**Staff**: Leonora C. Rodriguez, Executive Director (joined meeting at 6:55 p.m.), Phyllis Leggett, Accounting Coordinator,

Paul Carroza, Human Resource Manager, Amanda Berry, Program Director

**Alderman Liaisons:** Absent: Dan German Ward Willis

1. **Approval of Agenda:** Lillian entertained a motion to approve the agenda with no changes. Shirley made the motion. Gloria seconded, and the motion prevailed.
2. **Approval of Minutes for April 10, 2023** Lillianentertained a motion to approve and adopt the minutes with corrections to #3 the date change from January 9th to March 13th, and #9 to change the fourth sentence to- The protocol has always been that any changes to a status, employee hours, budgeting of their position must go before the personnel committee first, then finance committee to approve, and then brought before the full Board with a full impact statement. Phil made the motion, Shirley seconded, and the motion prevailed.
3. **Chairman’s Report and Correspondence:** Lillian noted there was nothing to report. Lillian addressed that no progress had been made on the plaque to honor deceased Board member Dick Dowen. This will place the agenda for the next Board meeting. A letter was sent to Leonora thanking everyone at the Center for all they do and referring to the Center as “a wonderful treasure of Milford”.
4. **Treasurer’s Report:** Shirley read the report. Lillian requested a motion to refer the report to the Finance Committee. Mary Beth made the motion and Phil seconded. The motion prevailed. Phil pointed out a $50,000 additional expense which was $38,235 for the new vehicle which is supposed to be offset with grant money resulting in only having to pay $8000. The Second Glance Shop, formerly known as the Milford Senior Center Consignment Shop, is now included in the financial report per recommendation from the audit conducted by P. Kaufman.
5. **Committee Reports:**
   1. Finance: no meeting/ no report, but will meet pending item #8A
   2. Personnel: no meeting/ no report
6. **Executive Director’s Report:** (see attached) Paul read Leonora’s report. Because Leonora was present at the meeting yet, the following questions were posed:

* Where was the money taken in by the Second Glance shop going to be directed? *Needs to go to support a program.*
* What percent of profits from the Jewelry auction will go to the Ahrens Program?

The Board members said that it was unfortunate they hadn’t been invited to the Volunteer appreciation event. They would have liked to express their appreciation to the many volunteers.

Paul was asked why a staff member had been given extra hours without the Board’s approval. Phil restated the protocol- The protocol has always been that any changes to a status, employee hours, budgeting of their position must go before the personnel committee first, then finance committee to approve, and then brought before the full Board with a full impact statement and approved in a timely manner.

Leonora joined the meeting.

1. **Unfinished Business:** 
   1. Discussion of third-party salary/compensation consultants- Leonora reviewed both companies. After her review Phil made a motion, seconded by Mary Beth to move forward and hire KardasLarson,LLC to conduct comprehensive compensation analysis for the Milford Senior Center. The motion prevailed.
   2. Focus Group Narrative Summary Report- Leonora reviewed the report from the Focus Group, conducted by Yale. One section of the report was not included and would be emailed to the Board.
2. **Adjournment-** Lillian entertained a motion. Phil made the motion to adjourn the meeting at 6:38 p.m., Gloria

seconded, and unanimously approved. Lillian adjourned the meeting at 6:10 pm reminding the Board that the June meeting will be a hybrid- both in person and via Zoom.

Respectfully submitted,

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