**Milford Council on Aging Meeting Minutes, Monday, December 11, 2023, 5:30 pm**

**Call to order:** Meeting was called to order by Phil at 5:30 p.m. The meeting was conducted in person at the Milford Senior Center.

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

**Staff**: Leonora C. Rodriguez- Executive Director, Amanda Berry- Program Director, Paul Carroza, Human Resource Manager, Phyllis Leggett, Accounting Coordinator

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

1. **Approval of Agenda:** Phil 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 November 2023:** Couldn’t vote on minutes.
3. **Chairman’s Report and Correspondence:** Phil welcomed Lillian back. and welcomed John Drapp to the Council and Bill Bevan as liaison. Phil read the note of gratitude from Lillian.
4. **Treasurer’s Report:** Shirley read the report. Phil requested a motion to refer the report to the Finance Committee. Gloria made the motion and Ben seconded. The motion prevailed.
5. **Committee Reports:**
   1. Finance: No meeting/no report
   2. Personnel: Met regarding the Executive Director’s (Leonora) contract.
6. **Executive Director’s Report:** Board membersreviewed the report prior to the meeting. No additional comments.
7. **Old Business:** 
   1. Employee Handbook- Paul used software to generate the handbook which corresponds with the State’s. It's all legally required information and it is an extremely rough draft. There is some difficulty with the vacation policy. Phil shared something he does in his office. Possible vacation policies were discussed. There are many calculations involved.
8. **New Business:**

a. Milford Council on Aging- Board Appointment- John Drapp is our newest member.

b. Edward Jones – Phil Ucci provided a folder with an overview and summary documenting the finances as of December 11, 2023. Using a three -prong approach in investing the Center’s money, he believes moving Forward the return on our money should be even better.

c. Sound System- Amanda Berry shared the proposal for the new system. Phil entertained a motion to approve a new sound system using DNR laboratories, as a capital expense for the gym and dining room. Gloria made the motion and Ben seconded. The motion prevailed.

d. Board Meeting Dates-2024 were shared.

e. Holiday Closing Dates- 2024 were shared.

1. **Executive Session-** At 6:16, Phil requested a motion to move into Executive session to discuss a personnel issue. Ben made the motion and Shirley seconded. The motion prevailed. At 6:42, Lillian moved to move out of executive session and Shirley seconded. The motion prevailed. At 6:44, Phil moved to go back into Executive session to discuss the same personnel issue. Shirley seconded. The motion prevailed.

At 6:51 Mary Beth made the motion to move out of executive session and Ben seconded. The motion prevailed.

1. **Adjournment-** Phil entertained a motion. Shiley made the motion to adjourn the meeting at 6:52 p.m., Gloria seconded, and unanimously approved. Phil adjourned the meeting at 6:52 pm.

Respectfully submitted,

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