

Milford Council on Aging
Minutes of January 13, 2014 Meeting

Call to Order: Meeting was called to order at 5:30 PM by Janice Jackson, Executive Director of the Milford Senior Center.

1. Roll Call: Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Cynthia DeLuca, Michael Petrucelli, Shirley Serrano and Judge Beverly Streit-Kefalas, Doreen Fontana. Absent: Richard Dowin
BOA Liaison: Dora Kubek. Staff: Geri Dichkewich; Elle Gilbertson; Mary Allen Heerema; Amanda Barry.
2. Election of Officers: Dr. Caporusso moved to appoint Lillian Holmes as temporary chair of the meeting which motion was seconded and following a vote, the motion carried.

Acting Chair Lillian Holmes thereafter entertained motions for the election of officers for the 2014 calendar year. After motion and vote, the following members were elected as officers:

Chair: Lillian Holmes
Vice Chair: Cynthia DeLuca
Treasurer: Michael Petrucelli
Secretary: Judge Beverly Streit-Kefalas

Chair Holmes welcomed our new Board Member, Doreen Fontana, who joins the Board following the resignation of Vicki Battle. She also introduced our new Board of Aldermen Liaison, Dora Kubek.

Committee assignments were thereafter made as follows:

Personnel Committee: Chair Cynthia DeLuca; members: Dick Dowin, Beverly Streit-Kefalas

Finance Committee: Chair Philip Caporusso; members: Michael Petrucelli, Shirley Serrano, Doreen Fontana.

Chair Holmes noted that Terri Amann has also recently resigned from the Board and she is awaiting a new appointment from Mayor Blake. Once appointed, the new member will be assigned to the Personnel Committee.

3. Approval of Agenda: Shirley Serrano moved to approve the agenda as presented which motion was seconded by Philip Caporusso. Following vote of the Board, the motion prevailed.
4. Minutes: Philip Caporusso moved to approve the minutes of the December 9, 2013 meeting which motion was seconded by Michael Petrucelli. There were no corrections or changes. After vote, the motion prevailed.
5. Chairperson's Report and Correspondence: Chair Holmes welcomed everyone to a new year serving on the Council on Aging. Thereafter Janice Jackson read correspondence as follows:
 - a. Donation from Neopost of \$3,060.00 to the Food Bank;
 - b. The First Baptist Church donated \$375.00;
 - c. The VITA program is seeking volunteers and will be having its trial run Sunday January 19, 2014 and will be available Sunday afternoons and Monday evenings to assist with income tax filings.

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6. Treasurer's Report: was presented by Michael Petrucelli as prepared by Center staff. There was discussion to explain the payroll liability of \$16,000.00 at year end because wages accrued in the last week of December are actually paid in January 2014. There was also a note made that the Meals on Wheels program operates on a positive net income basis. Philip Caporusso suggested that all donations should be noted as general donations rather than specifying a line item. The report was referred to the Finance Committee following the prevailing motion by Michael Petrucelli and Shirley Serrano,

7. Committee Reports:
 - a. Personnel Committee: No report.
 - b. Finance Committee: Phil Caporusso reported that there was no meeting but that he contacted the Mayor regarding the upcoming budget. Janice Jackson also presented the Auditor's Report to the Mayor and the Finance Director, Peter Erodici.

8. Old Business: Discussion of donations to the United Way of Milford from board members. Philip Caporusso reiterated the United Way of Milford's desire that all board members support the United Way and he encouraged such participation. Janice Jackson added that there is the same dialogue at the Council of Executive Directors' meetings to encourage support of the United Way as it supports each of the partner agencies.

9. Executive Director's Report: Janice Jackson reviewed her written report furnished to the Board and noted that Barbara Carriero has retired from the Senior Center. Discussion occurred regarding the drop in attendance in Center activities in December compared to the prior year. Amanda Barry noted that it appeared to be due to inclement weather which forced the cancellation or rescheduling of three large events. The Center follows the Board of Education's schedule of delays and closings. Lillian Holmes also encouraged all eligible Board members to also become members of the Center which begins at age 55 years.

10. New Business: Janice Jackson raised the issue of the Holiday Closing Schedule for 2014 in light of Christmas falling on a Thursday. She requested the Board's consideration of closing the Center as a holiday on the following Friday, December 26, 2014. There are presently 14 holidays: New Year's Day; Dr. Martin Luther King Day; Lincoln's Birthday; President's Day; Good Friday; Easter Sunday; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day and the day after Thanksgiving; and Christmas. She reported that due to vacation days taken by various staff, only a skeleton crew worked and free Subway sandwiches were distributed as there was no kitchen staff. But for the free sandwich, there was no other activity at the Center.

After brief discussion, Philip Caporusso moved to table the matter until the February meeting which motion as seconded by Shirley Serrano. After vote, the motion prevailed.

There being no other business before the Board, the meeting adjourned at 6:25 P.M.