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Branford Commission of Services for the Elderly

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BRANFORD, CONNECTICUT

Laurie Rockwell – Chair
Anita Visentin Perito – Vice Chair

Patricia Brownell
Susan Cosgrove Barnes

Dana Murphy
Luba Mebert Schmid

**Meeting Minutes
January 12, 2017**

- I. Call to Order
 - a. The meeting was called to order at 5:03 pm at the Branford Fire Department by Chair Laurie Rockwell
 - b. Roll Call: Anita Visentin Perito, Dana Murphy, Laurie Rockwell, Patricia Brownell and Susan Cosgrove Barnes
- II. Directors Report
 - a. Budget
 - i. Overall budget is looking good for Fiscal Year 2017
 - ii. Repair and Maintenance is running high due to the purchase of the buses and the need to be in compliance with DMV safety standards
 - iii. New folding chairs and tables have been purchased
 - iv. Endowment is increasing interest
 - v. New medical vehicles that were purchased are running well
 - b. Center Statistics and News
 - i. Even through the holidays attendance has been gradually increasing
 - ii. Nutrition – Unfortunately Friday lunches were removed due to cut backs by the company
 1. Programs including food will be utilized to supplement meals
 - c. Grant Update
 - i. Mastery of Aging training will begin on the 31st a total of 472 hour of training needs to be attended prior to rolling the program out to the Citizens
 - ii. Commissioners and any person that wishes to attend from the public are welcome to attend the training
 - d. Staff Update
 - i. The Center is still looking for an Intake Assistant for the Fuel Assistance program
 1. Interviews have been taking place
 - ii. New Administrative Assistant is doing well and fitting in with the center
 - e. Miscellaneous
 - i. Software Conversion is going well
 - ii. Budget process is starting for Fiscal Year 2018
- III. First Selectman – Community House update
 - a. In December the funding was approved
 - b. It is currently in design and development stage
 - c. Hoping to go out to bid in the Spring

- IV. Approval of minutes from last meeting
 - a. Motion to approve by Dana Murphy seconded by Patricia Brownell
- V. Approval of 2017 meeting schedule
 - a. Motion to approve by Anita Visentin Perito seconded by Susan Cosgrove Barnes
- VI. Approval of Annual Report
 - a. Motion to approve by Dana Murphy seconded by Patricia Brownell
- VII. Social Services Report
 - a. Medicare needs have increased
 - b. Fuel Assistance
 - i. 644 overall applications have been received, 237 applications have been reviewed, 144 were deliverables and 93 utility
 - ii. If anyone is having a hardship, they should contact their utility company so no shut off occurs
- VIII. Programming/Activities
 - a. The holidays were a success
 - b. Getting a lot of younger seniors involved
- IX. Citizen's Comments
 - a. Comments were received in regards to attendance, which with the focus group have brought in more attendance, but they are more outside the center activities than inside.
 - b. Discussion was held about bringing in out of towners, the need to open to a larger group is not needed as a center the current enrollment is sustainable.
 - c. The Adventurers club is up and running offering activities like hiking, kayaking and paddle boarding.
- X. Next meeting: March 9th, 2017 at 5:00pm at the Branford Fire Department
- XI. Motion to Adjourn at 5:48 pm
 - a. Motion made by Dana Murphy seconded by Anita Visentin Perito, vote to approve: unanimous

Respectfully Submitted by

Shannon Greenwood, Commission Clerk