

November 28, 2017 Milford Aging Services Commission Meeting Minutes

Meeting called to order by President Roy Cast.

Roy indicated that Open Meeting Act Requirements have been met.

Roll call: Susan Burkey, Amy Salistean, Ray Hostetler, and Joyce Daake. Jeff Baker and Elna Lambert were absent.

Ray Hostetler moved to accept the minutes of the October 24, 2017 meeting as published. Susan Burkey, second. All in favor. Motion carried.

Amy Salistean presented the manager's report (copy attached). Roy Cast moved to accept the manager's report as presented. Ray Hostetler, second. All in favor. Motion carried.

Amy Salistean presented the Budget Report. After discussion, Susan Burkey made the motion that the Budget Report be accepted as presented. Joyce Daake, second. All in favor. Motion carried.

Unfinished business:

- Elevator repair was discussed. Joyce Daake made the motion for the Board to recommend to the City Council funds not to exceed \$6500 be authorized for the repair of the elevator in our building. Ray Hostetler, second. All in favor. Motion carried. (Copies of estimates are available for review.)
- Roof repair was discussed. Estimates from two contractors were discussed. Ray Hostetler moved that the Board authorize Amy to contact Golden Rule and proceed with the removal of the chimney and repair of the roof. Susan Burkey, second. All in favor. Motion carried.
- Purchase of silverware has been completed. Susan Burkey and Joyce Daake purchased 120 place settings, 12 serving spoons and a commercial can opener for a total expenditure of \$258.85. The new silverware is currently being incorporated into daily use. Old silverware has been stored in a specific plastic tote for use when the facility is rented.

- 2017 Holiday Schedule Clarification:
 - New Year's Day, January 1, Monday--Closed
 - Memorial Day, May 28, Monday--Closed
 - Independence Day, July 4, Wednesday--Closed
 - Veteran's Day, November 12, Monday--Center opened and manned by Kitchen Coordinator and volunteers.
 - Friday, after Thanksgiving--Center opened and manned by Kitchen Coordinator and volunteers.
 - Christmas Eve--Center to Close at 1.00.
 - Christmas Day--Center is Closed.
 - New Year's Eve--Center to Close at 1:00.
- Joyce Daake moved that the above schedule for 2017-2018 be accepted. Ray Hostetler, second. Discussion. All in favor. Motion carried.
- Following a discussion of available options for purchasing groceries for the Center. Ray Hostetler moved that the Kitchen/Diningroom Coordinator work schedule be extended one hour each Monday for the purpose of purchasing groceries. Susan Burkey, second. All in favor. Motion carried.

Next monthly meeting is scheduled for December 26, 2017 at 1:00pm.

Meeting adjourned at 2:25.

Respectfully submitted,

Joyce Daake, secretary