

City of Shelton
Shelton Senior Center
81 Wheeler Street
Shelton, CT 06484
(203) 924-9324

**Minutes
Shelton Senior Committee
January 12, 2016**

The January 12, 2016 Meeting of the Shelton Senior Committee was called to order by Chairman, Walter Oko at 4:00 p.m. in the Bingo room of the Shelton Senior Center. The pledge was recited by all present.

Committee Members in Attendance:

Walter Oko- Chairman
William Smarz- Vice Chairman
Martha Bova
Jill Bruno
Judson Crawford-Treasurer
Margaret Keane
Roberta Sutkowski-Secretary

Also Attending:

Gerry Janofsky

Absent:

Cheryl Dziubina

PUBLIC PORTION

Gerry Janofsky spoke to the Committee regarding the need for new computers. Mr. Janofsky, stated he has been helping out working with the staff on budgets and noticed that all the computers at the employee desks are very outdated.

MINUTES

Corrections:

- **Margaret Keane mentioned that in the minutes the first and last name of the person should be named according to Roberts Rule.**
- **Edna Kerkes' name was misspelled.**
- **Roberta Sutkowski's name was misspelled.**

A MOTION WAS MADE BY WILLIAM SMARZ TO ACCEPT THE CORRECTED MINUTES OF THE DECEMBER MEETING. JILL BRUNO SECONDED. MOTION PASSED.

Some discussion regarding the weights being dropped on the wood floor in the exercise class took place. It was decided that Doreen Laucella would speak to the instructor about taking the exercise in which the participants sometimes can drop the weights from behind their knee out of the routine. The instructor will also be told that during the class when she wants the participants to put their weights down she doesn't say drop your weights.

TREASURER'S REPORT

The Committee treasurer's report was read and presented by Judson Crawford for the month ending December 31, 2015 reporting a balance forward of \$19,538.32 receipts \$196.81, disbursements \$0., leaving an ending balance of \$19,735.13. CD totals including interest of \$18.39 equal \$46,597.85 with a total account balance of \$66,332.98.

A MOTION WAS MADE BY JILL BRUNO TO ACCEPT THE SENIOR COMMITTEE TREASURER'S REPORT FOR DECEMBER. ROBERTA SUTKOWSKI SECONDED. MOTION PASSED.

Margaret Keane asked why the 5% Commission from the trips didn't go into the Membership account. It was explained that the trips are sponsored by the Senior Center not the Membership. The Commissions are a kickback from the travel agency. Walter Oko explained that the Membership was having a shortage of funds awhile back and the Committee voted to give the proceeds from the casino trips to the Membership. The trips to the casinos are sponsored by the Membership and the monies received from those trips go into the Membership account. Jill Bruno explained that the other trips with the Travel Agency are sponsored by the Center not the Membership. The liability for the trips lies with the Center. William Smarz explained that the Center is in charge and responsible for the trips. Doreen Laucella stated that the profits from the casino trips are turned over to the Membership and deposited in their account. This was confirmed by Gerry Janofsky.

The Membership Treasurer's Report for December was read by Gerry Janofsky. Mr. Jamofsky reported receipts of \$4146.10 and disbursements of \$1817.39. The balance in the Membership Checking Account \$8,416.08, with the Memorial Fund \$2,142.20 and the Business Value Saving \$1621.02 totals a balance of \$12,179.30. They have four CD's totaling \$20,519.40. The total in all accounts \$32,698.70.

A MOTION WAS MADE BY JILL BRUNO TO ACCEPT THE MEMBERSHIP TREASURER'S REPORTS FOR DECEMBER AS READ AND PRESENTED BY GERRY JANOFSKY. ROBERTA SUTKOWSKI SECONDED. MOTION PASSED.

Gerry Janofsky commented on the success of the Christmas/Holiday party. 97 people attended. He also complimented the craft group for their record sales in November and December. He reported they are doing a wonderful job. The bake sale was also very successful depositing \$1173.55. in the Membership account. The Membership also took up a collection for the Wounded Warrior Project collecting \$145.00.

DIRECTOR'S REPORT

Doreen Laucella, the director, stated the Christmas party was wonderful. Everyone had a great time. There was one little glitch. There were not enough servers and the staff had to serve. Also, they were short 14 meals. The director went to the kitchen and put her apron on and cooked meals for the 14 members. They were angry at first but then very gracious to Doreen for taking care of them. Jill Bruno asked what kind of feedback was given to David Grant. Doreen Laucella told the Committee that she tried to contact him right away and the phone just kept ringing and she called again later on but did not reach him. The next day she spoke with David Grant Sr. and he was very rude and pompous that she would even say that there wasn't enough food. She told him it was the third time it happened. An hour later he called and wanted to come up to apologize. He came up and did apologize and Mrs. Laucella told him he needed to rethink how he came down on her as a business man. He did send a letter of apology to the director and the staff. The director stated it seemed as if Mr. Grant felt that he was a sure thing to be coming and catering all the events. Doreen Laucella stated that Mr. Grant also raised their prices. She stated that before the bill was paid that she adjusted the prices and subtracted the 14 dinners they were short.

The Membership and the director have looked into other venues for upcoming events. She contacted Smerglino's and she has contacted Emmet O'Brien and is keeping the door open for changes. They have decided to cook their own food for the Valentine's party this year. Mrs. Laucella has some very exciting and new ideas for both food and entertainment for future events. A new captain is at the helm and changes are being made.

Doreen Laucella told the Committee the Anniversary Party is being held on January 27, from 2 PM to 4 PM. There will be a DJ and a ukulele band. Finger foods and a

champagne toast will be served. The Committee is invited at no cost to them. Mrs. Laucella promises it will be a lot of fun.

Robert Taylor will be at the Center on January 26 and January 27 for formal photos for members costing only \$21. Professional photos will be taken of the Membership and Committee gratis from Robert Taylor.

The membership meeting and the board meeting will be held on February 19 due the Center being closed on February 12 for the Holiday.

The weather stripping has been installed on the new automatic doors. Doreen Laucella told the Committee it is still cold in the lobby when the doors open. A rush of cold air comes in. She stated it may need a heat blanket, where a blast of warm air comes down as the doors open. She told the Committee everyone loves the doors.

The New Year's Party had to be cancelled due to lack of participants. Vinne Carr was a little upset. Doreen Laucella is going to meet with him and speak to him regarding the events at the Center. She is going to let him know they will be doing different fun things, changing it up a bit.

Doreen Laucella reported that the exercise class was phenomenal. The volunteers were wonderful. It was so orderly. Doreen reported there were probably 250 people registering for membership and exercise class on Monday. The class itself went well. The chairs were arranged so everyone knew where to go. One class had 82 members. The second class had 54. Monday's class has 94 participants. Everyone on the waiting list who registered was able to get into the class they wanted. Doreen stated that the strength training class brought in \$4100. and \$3840. is needed to pay the instructor. The "Move it with Darlene" class brought in \$1362.50 and \$960 is needed to pay the instructor.

Margaret Keane stated that Doreen had to go into the kitchen another time when Alisha, the kitchen help, could not come in. Walter Oko asked if the Membership could be reached out to work in a pinch. Doreen Laucella would like to hire a person per diem. She is hoping to get a full time clerk. Walter Oko questioned what would happen if the kitchen help was out for a week. The director stated that she will order pizza for the lunch next time the kitchen help is out.

A MOTION WAS MADE BY WILLIAM SMARZ TO ACCEPT THE DECEMBER DIRECTOR'S REPORT. MARTHA BOVA SECONDED. MOTION PASSED.

OLD BUSINESS

The Job Description:

Judson Crawford reported that the Committee is still waiting for a response from the Mayor from their letter regarding changes to the job description. The areas of concern were the certifications and exceptions for a college degree.

Drop off Zone:

Margaret Keane proposed that the drop off zone be put on the opposite side of the handicap parking. She stated member with wheelchairs and walkers will go into the dip for the drop off. All Committee members agreed with her. William Smarz stated that Chris Potucek was in charge of it. Doreen Laucella stated she will talk to Mr. Potucek. It won't be done until warmer weather.

Thanksgiving Donation and Veterans Day:

Discussion took place at the previous meeting on who would pay for the donation to the Boys and Girls Club. Margaret Keane stated that the Membership always paid for the Veterans at the Veteran's Day luncheon and that they have the funds so they should continue paying for them. Discussion took place regarding the donation to the Boys and Girls Club. Doreen had to limit the amount of people coming to the dinner to 150. Walter Oko suggested the Committee bring it up for discussion a month before the next Thanksgiving Luncheon. The Committee will contact the Boys & Girls Club and see how many people they can serve. Mr. Smarz feels that it should be left to the Boys & Girls Club. They should only feed the amount they can afford. Walter Oko stated the Mayor previously told the Center to send invites to all the elderly housing in the city. The Mayor

wanted the place filled. It was decided to revisit the expenses at a later date closer to the event.

Budget Changes from previous year:

Travel keep at \$29,840.

Postage raise to \$7750. (Many new members, each month membership has been increasing by 50 people, Rental Rebate and Choices using postage.)

Snack Bar \$23,657.00

Programs/Fitness Class \$20,000.

Part Time Employees- \$197,680.00 (Receptionist, Bookkeeper, Kitchen Help, Rent Rebate Coordinator, all Instructors, Committee Clerk)

Full Time Employees – \$176,195.00(Director, Assistant Director, Senior Center Clerk)

Walter Oko asked what account in the budget could be used for new computers.

The budget really needs a line item for new equipment. Walter Oko suggested using the Building Maintenance account. Doreen Laucella stated she is also using the account to refinish the wood floor. The computers need to be purchased through the City. Doreen is hoping to see Dan the IT person from the city soon. She is on a list for him to come and see her.

The Committee will approve the complete written budget at the next meeting.

A MOTION WAS MADE BY WILLIAM TO ADJOURN THE MEETING AT 5:24P.M. MARGARET KEANE SECONDED. MOTION PASSED.

Attested to: *Corie Blanck* Date: 1/13/16