



MILWAUKEE COUNTY  
DEPARTMENT OF HEALTH  
& HUMAN SERVICES

**AGING & DISABILITIES  
SERVICES**

## **ADVISORY COUNCIL MEETING MINUTES SEPTEMBER 18, 2025**

The Milwaukee County Aging Advisory Council convened in-person at the Clinton Rose Senior Center. Members and attendees also joined virtually and by teleconference.

### **Members Present**

Ellen Pimentel, *Chair*  
Jennifer Bliese  
Roland Dittus-Plath  
Karen Guszowski  
James Kimble  
DA Leonard  
Deborah Lewis  
Demetrius Mack  
Kent Mayfield  
Gail D. Morgan  
Megan Newman  
Commissioner Paula Pennebaker  
Cassandra Robinson  
Nancy Simuel  
Linda Stone

### **Members Excused**

Barbara Wyatt Sibley, *Vice Chair*  
Joanne Allbaugh  
Ann Laatsch  
Julia Means  
Amy O'Connor  
Deiadra Queary  
Suzanne Ryer  
Constance Tenhawks

### **Staff Present**

Claire Enders, *DHHS*  
Vonda Nyang, *DHHS*  
Emily Petersen, *DHHS*

### **Attendees from Public**

Commissioner Mark Behar

## **MINUTES**

### **I. CALL TO ORDER AND ROLL CALL**

Advisory Council Chair, Ellen Pimentel, called the meeting to order at 1 p.m., and Emily Petersen, AAA Advocacy and Policy Manager took the roll call. A quorum of Council members was present.

### **II. ICEBREAKER**

Members of the Advisory Council participated in an icebreaker where they shared personal and professional experiences of advocating for themselves or others. Their stories included caregiving for family members with dementia, advocating for improved healthcare, supporting unhoused individuals, and mentoring younger professionals. This exercise underscored the council's strong commitment to advocacy and community service.

### III. REVIEW AND APPROVAL OF AUGUST 14, 2025, ADVISORY COUNCIL MEETING MINUTES

**MOTION:** To approve August 14, 2025, Advisory Council meeting minutes

**ACTION:** Motion prevailed by unanimous consent (Mayfield Moved, K. Guskowski Second). D.A. Leonard abstained from the vote.

### IV. REVIEW OF ROBERT'S RULES OF ORDER AND OPEN MEETINGS LAW

#### Robert's Rules of Order

Emily Petersen, the AAA Advocacy and Policy Manager, delivered a presentation on Robert's Rules of Order, highlighting the following key points:

1. **\*\*Structure of Meetings\*\*:** Meetings follow a specific sequence: calling the meeting to order, conducting a roll call, addressing agenda items, and finally adjourning the meeting.
2. **\*\*Types of Motions\*\*:** Members can propose various motions, which may include motions to approve, reject, table, or refer an item to a committee.
3. **\*\*Rules for Speaking and Debate\*\*:** Members must be recognized by the chair before speaking, and all comments must be directed to the chair.
4. **\*\*Voting Procedures\*\*:** Decisions are based on majority rule. In the event of a tie vote, the motion fails, and a roll-call vote is permitted.
5. **\*\*Chair Restrictions\*\*:** The chair is not allowed to make motions; they must pass the gavel to another member to do so.

#### Wisconsin Open Meetings Law

Ms. Petersen provided a presentation on the Wisconsin Open Meetings Law, highlighting the following key points:

1. The Advisory Council is considered a public body and is therefore subject to the Open Meetings Law.
2. Meetings must be publicly announced at least 24 hours in advance.
3. Advisory Council members must manage email communication between each other carefully to avoid the creation of a "walking quorum."
4. All public meetings must be accessible to everyone, and minutes should be promptly posted online.
5. Closed meeting sessions are permitted under specific conditions, but they must return to an open session afterward.

### V. ESTABLISHMENT OF AD HOC BYLAWS COMMITTEE

The council discussed forming a temporary committee to draft its own bylaws, separate from the Commission on Aging's. The committee will:

- Review existing bylaws from similar bodies.
- Draft new bylaws tailored to the Advisory Council's needs.
- Present drafts to the full council for feedback and approval. Volunteers were encouraged to express interest by the end of the month. The goal is to have bylaws in place by January 2026

## **VI. UPDATE ON RECRUITMENT OF MEMBERS TO THE ADVISORY COUNCIL**

The Advisory Council reviewed its compliance with the Older Americans Act, which requires representation from specific groups. Three categories still need representation:

- Local elected officials
- Older relative caregivers (age 55+ caring for children or individuals with disabilities)
- Native American tribal representatives

Currently, the Advisory Council Bylaws do not say how many members can serve on the Advisory Council. Members were encouraged to refer candidates, especially grandparents acting as caregivers.

## **VII. ADJOURNMENT**

**MOTION:** To adjourn

**ACTION:** Motion prevailed by unanimous consent (Newman Moved, Stone Second).

Meeting Adjourned at 2:12 p.m. The next Advisory Council meeting is Thursday, October 16, 2025, at 1 PM

Sincerely,

Vonda Nyang  
AAA Executive Assistant