



**COMMISSION ON AGING
Executive Committee Meeting
January 9, 2023**

A quorum of Executive Committee members convened virtually on Monday, January 9, 2023. Members and attendees joined the virtual meeting hosted on Microsoft Teams with video conference and conference call options.

Secretary Terrence Moore took roll call and confirmed attendance by calling each Committee member's name.

Members Present

Janice Wilberg, *Chairwoman*
Amber Miller, *Vice-Chair*
Terrence Moore Sr., *Secretary*
Elliott Moeser, *Legislative Officer*

Milwaukee County Staff Present

Schinika Fitch, *County Executive's Office*
Daniel Idzikowski, *DHHS, ADS, AAA*
Vonda Nyang, *DHHS, ADS, AAA*

MINUTES

I. Call to Order and Roll

Chair Wilberg called the meeting to order at 11:09 am, and roll was taken.

II. Review and Approval of the December 5, 2022, Commission on Aging meeting minutes

MOTION: To approve the December 5, 2022, meeting minutes.

ACTION: Motion prevailed by unanimous consent (Moeser Moved, A. Miller Second).

III. Discussion and Action Items

A. Action Items

- a) **Discussion Item: Update on Commission on Aging Vacancies, Schinika Fitch, Director of Community Relations:** Director Fitch reported that two new Commissioners were appointed and approved in December 2022 (Eugene Guskowski and Paula Penebaker). Chair Janice Wilberg has submitted several individuals' information to the County Executive's Office for consideration of appointment. One of those individuals is moving through the appointment process.

Director Fitch and Chair Wilberg informed the Executive Committee that the appointment process of new Commissioners is lengthy. Director Idzikowski informed the Executive Committee that the two new commissioners had yet to take their oaths. He wants to schedule a Commissioner Orientation with the new Commissioners this month if their schedules allow it. Chair Wilberg has requested to be present at the orientation meeting.

b) Discussion of status of Commissioners and Recognition of

Service: Chair Wilberg asked Idzikowski for an update on Commissioner Byington's status with the Commission. Director Idzikowski reported that Commissioner Byington is remaining on the Commission.

Director Idzikowski, Administrator Luster, and Vonda met with IMSD's Business Development Analysts, who agreed to allow the Commission on Aging, along with its Committees and Councils, to utilize Zoom platform for their meetings to ensure deaf and blind persons and their interpreters are accommodated to the greatest extent possible on a virtual platform until MS Teams platform can provide the accessibility needed for virtual meetings.

Discussion followed on thanking Commissioners for their service. In the past, a certificate formally acknowledging their services was presented to Commissioners. The AAA also used to recognize senior leaders in the community with a program called "Hall of Fame." The AAA is considering bringing back this program. Commissioner Wilberg agreed that certificates are good for Commissioner recognition of service; however, she would like the Commission Officers to receive both a certificate and an executive proclamation moving forward as their work is deserving of an executive proclamation. She would like the officers to receive a proclamation once they complete their terms. Director Idzikowski requested Commissioner Pitchford-Nicholas to have an executive proclamation given due to her extensive work with the Senior Center Select Committee; Chair Wilberg agreed.

c) Appointment of Commission on Aging Committee and Advisory

Council Chairs: Chairwoman Wilberg appointed the following Commissioners to Chair the following Committees and Councils:

- Service Delivery Committee: Amber Miller
- Wellness Committee: Gloria Miller
- Advocacy Committee: Elliot Moeser
- Advisory Council: Wilberg/Appointment is pending for new chair
- Senior Center Select Committee: Pitchford-Nicholas for now.

Chair Wilberg informed the Executive Committee that each Committee and Council will appoint their own Vice-Chair and or Secretary, so it will need to be placed on their agenda to hold that election.

- d) **Action Item:** Setting the January 27, 2023, Commission on Aging meeting agenda: Chair Wilberg reviewed the standing agenda items and discussed items she wished to permanently remove from the COA agendas. The first item, "reflections," was discussed. The Executive Committee agreed to remove this item after Commissioner Byington's reflection at the January meeting. The second item was the "Consent Agenda." The Chair questioned if the COA Bylaws require the Commission to approve the minutes of its Committees and Councils. If not, the Chair wants to remove it from the agenda. Idzikowski will research the Bylaws to see if there is a requirement and report to the Chair and Executive Committee. Third, the Chair would like to change Director Schinika Fitch's County Executive report to only the County Executive's events, announcements, policies, and initiatives. Director Fitch will continue to provide the Commission's recruitment updates only to the Executive Committee. Lastly, the Chair requested that her report be placed last on the agenda.

Director Idzikowski informed the Executive Committee about AAA's "End of Year" report to be included on the agenda and disseminated to the Commission, the County Executive, and the County Board. The Chair wants the Agency on Aging Annual Report to be in headline format. Director Idzikowski agreed to this change. Also discussed was that the Chair will contact Supervisor Taylor to officially welcome her to the Commission and discuss the Commission's expectations of her role on the Commission.

The Chair discussed the Commission's need to be more visible to the public and have County ID badges for identification purposes when attending events and with recruitment. The Executive Committee reviewed, discussed, revised, and finalized the January 2023 agenda.

IV. Other COA Business

Operation of the Committees/Councils: Chair Wilberg, discussed the chronic problem of having insufficient resources to support its committees and council functions. The Chair discussed the Commission's need for resources to support its community engagement infrastructure. It has been challenging to operate without meeting minutes, agendas, and notices completed on a timely basis. The AAA's skilled and experienced Executive Assistant has seemingly had her job double in size in the last year with an additional number of boards to support, including: the Commission on Aging and its Committees and Councils, the

Commission for Persons with Disabilities, the ADRC Governing Board and the CCSB Board, and all the committees within those bodies. The Chair requested feedback from the Executive Committee on this issue, and after their discussion, the Chair plans to contact the other Chairs of the ADRC Governing Board and CCSB Board Chairs to see if they are experiencing the same problems and to develop a plan for more Administrative Support.

The Executive Committee discussed the issue that Service Delivery Committee is facing with Goodwill Inc, not meeting Diversity, Equity, and Inclusion expectations, specifically with regard to diversity on the Board of Directors and senior leadership. They would like to develop an action plan with Goodwill, Inc. The AAA and Service Delivery Committee sent a letter to Goodwill discussing vendor expectations but didn't formally respond to the report they had received from Goodwill, Inc., asking for guidance on the metrics. Chairwoman Wilberg deferred this discussion and asked the Service Delivery Committee to work with AAA to decide the metrics for AAA's vendors. Once the metrics are in place, the Executive Committee can discuss this issue further.

- V. Adjournment:** A motion was made by Amber Miller and seconded by Janice Wilberg to adjourn the meeting at 12:02 p.m.

The next Executive Committee meeting is scheduled for Monday, February 6, 2023, at 11 a.m. (virtual and audio) on Microsoft Teams and a teleconference phone.

Respectfully submitted,

Vonda Nyang
Executive Assistant