



## COMMISSION ON AGING MEETING MINUTES DECEMBER 8, 2023

The **Commission on Aging** (COA) convened by Zoom videoconference on Friday, December 8, 2023.

### **Commissioners Present:**

Janice Wilberg, Ph.D., *Chair*  
Amber Miller, *Vice-Chair*  
Terrence R. Moore, Sr, *Secretary*  
George Banda  
Denise Callaway  
Eugene Guskowski  
Paula Pennebaker  
Brian Peters  
Cindy Van Vreede

### **Commissioners Excused**

Gloria Miller  
Cherie Swenson  
Supervisor Sequanna Taylor

### **Milwaukee County Staff:**

Scott Brown, OCC

### **Milwaukee County Staff Continued...**

Mary Proctor Brown, *DHHS*  
Cleopatra Castaneda, *DHHS*  
Matt Fortman, *DHHS*  
Adam Gilmore, *Ethics Commission*  
Debra Horton, *DHHS*  
Daniel Idzikowski, *DHHS*  
Carrie Koss Vallejo, *DHHS*  
Vonda Nyang, *DHHS*  
Emily Petersen, *DHHS*

### **Attendees**

Laura Langer, *State of WI-DHS*  
Cathy Wood, *Serving Older Adults*  
Derrick Cainion, *ASL Interpreter*  
Jill Kenehan-Krey, *ASL Interpreter*

## MINUTES

### I. CALL TO ORDER AND ROLL CALL

Chair Janice Wilberg called the meeting to order at 9:05 a.m. and took roll. A quorum of Commissioners was present.

### II. ELECTION OF OFFICERS

The next order of business is the election of officers for 2024. The Commission will elect a Chair, Vice-Chair, Secretary, and Legislative Officer to serve on the Commission on Aging. Vice-Chair Amber Miller will run the meeting for the election of officers.

**COA Legislative Officer:** The nominations for Legislative Officer: Commissioner Brian Peters nominated himself, and Vice-Chair Miller nominated Eugene Guskowski. The vote was 5-4 for Eugene Guskowski to be the Commission's new Legislative Officer.

**COA Secretary:** Gloria Miller was nominated for Secretary by Commissioner Terrence Moore. There were no other nominations for Secretary. Commissioner Gloria Miller was confirmed as Secretary of the Commission by acclamation.

**COA Vice-Chair:** Commissioner Janice Wilberg nominated Terrence Moore as Vice-Chair, and Commissioner Moore accepted the nomination. There were no other nominations. Commissioner Moore was confirmed as Vice-Chair of the Commission by acclamation.

**Chair Nomination:** Legislative Officer Eugene Guskowski nominated Janice Wilberg as Chair. There were no other nominations. Commissioner Wilberg was confirmed as Chair of the Commission by acclamation.

**COA Legislative Officer** – Eugene Guskowski

**COA Secretary** – Gloria Miller

**COA Vice-Chair** – Terrence Moore

**COA Chair** – Janice Wilberg

**MOTION:** To approve all Commission on Aging Officers for 2024

**ACTION:** Motion prevailed unanimously

### III. **ACTION ITEM: CONFIRMATION OF NEW ADVISORY COUNCIL MEMBERS**

The Commission reviewed and discussed professional summaries and employment backgrounds of Martin Matson, Nancy Simuel, Sandy Janzer, and Deborah Lewis, seeking to serve on the Advisory Council. After the discussion, the Commission approved their appointments.

**MOTION:** To confirm Martin Matson, Nancy Simuel, Sandy Janzer, and Deborah Lewis's appointment to the Advisory Council as members.

**ACTION:** Motion prevailed unanimously (Banda Moved, Callaway Second).

### IV. **ACTION ITEM: ADDITIONAL TAX LEVY ALLOCATION RECOMMENDATIONS:**

Chair Wilberg provided a background summary of the additional tax levy allocation recommendation from the Executive Committee. In April, the Commission approved a resolution to request the County Executive include an additional \$170,000 for Aging Services in the County Budget, which the Executive approved. At the September COA meeting, the Commission had approved a motion to seek an extra \$100,000 through the County Board process, which was also approved. At the November Executive Committee meeting, the Executive Committee created a draft plan to allocate funds. Today, the Commission on Aging reviewed the plan for final approval. Four areas were identified (SAGE/LGBT Long Term Care Training project (\$30,000), Senior Centers (\$75,000), Transportation (\$75,000), Food Security (\$75,000), and Wellness

\$15,000). Chair Wilberg requested an update from staff at the January Commission on Aging (COA) meeting.

**MOTION:** To approve the 2024 allocation plan for the additional 2024 Tax Levy.

**ACTION:** Motion prevailed unanimously (Banda Moved, Van Vreede Second)

The next agenda item was to move the Executive Committee to an Executive session that didn't take place as the Chair felt the agenda items didn't warrant a closed session, so the meeting continued in regular session.

**V. INFORMATIONAL ITEM: MILWAUKEE COUNTY ETHICS, ADAM GILMORE, ADMINISTRATOR, PERSONNEL REVIEW BOARD AND ETHICS COMMISSION**

Adam Gilmore provided a PowerPoint presentation on Milwaukee County ethics to the Commission. The PowerPoint presentation covered the following:

- What it means to be a public servant
- How to be effective as a public servant
- Examples of Ethic Issues
- What to do when you spot a potential ethics issue

After the PowerPoint presentation, the Chair allowed questions from the Commission. Director Idzikowski asked Mr. Gilmore to provide information on where Commissioners can find the ethics codes for Milwaukee County. The Code of Ethics is in Milwaukee County's Municode Library under Chapter 9. The Commission will want to read Chapter 9, Section 9.05 (Standards of Conduct link shown below).

[https://library.municode.com/wi/milwaukee\\_county/codes/code\\_of\\_ordinances](https://library.municode.com/wi/milwaukee_county/codes/code_of_ordinances)

For more information on the PowerPoint presentation, please see the attachment titled "Ethics Slides."

**VI. INFORMATIONAL ITEM: WISCONSIN OPEN MEETINGS AND PUBLIC RECORD LAW, SCOTT F. BROWN, DEPUTY CORPORATION COUNSEL**

Scott Brown provided a PowerPoint overview of open meetings and records law. The presentation covered the following:

- Why open meetings and public record law apply to the Milwaukee County Commission on Aging
- What is a meeting?
- Closed Sessions
- Open Meetings (What to Know)
- Walking quorums
- What is a record?
- Record requests
- Retention of records

After the presentation, the Chair allowed questions from the Commission. One question asked was whether the open meeting laws apply to all Commission on Aging Committees and Councils. Deputy Brown answered yes, it applies to all Committees and Councils. For more information on the PowerPoint presentation, please see the "PROM Presentation" attachment.

Before the close of the meeting, Chair Wilberg thanked Commissioner Amber Miller for her dedication, hard work, and service serving as the Commission on Aging Vice-Chair.

## VII. ADJOURNMENT

**MOTION:** To adjourn.

**ACTION:** Motion prevailed unanimously (Moore Moved, A. Miller Seconded).

The meeting adjourned at 10 a.m. The next Commission on Aging meeting will be Friday, January 26, 2024, an in-person meeting at Clinton & Bernice Rose Senior Center, 3045 N. Dr. Martin Luther King Jr. Dr., Milwaukee, WI 53212.

Respectfully submitted,

Vonda Nyang  
Executive Assistant