



Milwaukee County Commission on Aging Executive Committee Meeting October 1, 2018

The Executive Committee held its monthly meeting on Monday, October 1, 2018, at the Marcia Coggs Human Services Building, Conference Room 104, 1220 W. Vliet St., Milwaukee, WI 53205.

Attendance was taken verbally and documented by COA Chairwoman Barbara Wyatt Sibley.

Members Present:

Barbara Wyatt Sibley, Chair
Fred Knueppel, Vice Chair

Attendees from the Public

None

Staff Present:

Holly Davis, Executive Director
Jon Janowski, Director of Administration

MINUTES

I. Meeting called to order at 11:45 am.

II. Discussion and Action Items:

A. Action Item: 2018 & 2019 Presentation/Reflection Calendars: The 2019

Presentation/Reflection calendar will be completed by January 2019.

- a. **Action:** Commissioner Jupka will pass around a reflection sign-up form for Commissioners to reserve the date they would like to provide a reflection.

B. Action Item: Commissioner & Presenter Attendance Requirements

- a. **Action:** Presenters should confirm their presentation date and time with the Commissioner Jupka, the coordinator of the presentations calendar before the COA meetings. As of January 2019, the Commissioner attendance requirement will be to attend at least two-thirds (7 meetings) of the Commission's meetings. The Chair will contact the Commissioners to inform them of the new attendance requirements for 2019. At the end of each year, the Commission Chair will review attendance for all Commissioners, Committee, and Council members and decide who will serve another term on the Committees/Councils. Members who are appointed by the Commission Chair to serve another term will receive a reappointment letter.

C. Action Item: Committee/Council Member terms

- a. **Action:** Effective January 1, 2019, all Committee/Council members are expected to attend two-thirds (seven meetings) of their Committee/Council meetings.

- b. **Action Item: 2019 COA Meeting dates and times Action:** The number of Commission meetings will remain the same number of meetings per year. The 2019 Commission meeting dates are finalized.

D. Action Item: Setting the October 2018 Commission on Aging agenda

- a. **Action Item: Area Plan Summary** – Area Plan Summary – Jon Janowski will notify Commissioner Bettie Rodgers that she will need to provide a summary of the new Area Plan at the November COA meeting. Mr. Janowski is willing to assist her in getting the report together if required.
- b. **Action Item: Chair Report** – The Chair will provide a report on the Bylaws review process, attendance requirements for the Commissioners, Committee and Council members, and an update on the new Area Plan.

- E. Update on COA Bylaws process and Corporation Counsel review:** The Chair would like to have rationale provided on each section of the proposed changes to the Bylaws as recommended by the Ad Hoc Bylaws Workgroup, including the original and revised verbiage. Commissioner Wyatt Sibley will contact Commissioner Bettie Rodgers and ask her to provide this information at the COA meeting.

Chair Wyatt Sibley has requested to have Corporation Counsel attend a COA meeting to discuss their proposed changes to the Bylaws as well. Per the COA Chair's request, Jon Janowski will provide a draft bylaws review schedule to the Executive Committee officers for their review.

There was a request to have the Commission complete an annual report for the County Executive, County Board, and local municipalities. Starting in January 2019, there will be a yearly plan/report available. Jon Janowski has started drafting a brief report and is committed to having it completed in January 2019.

- F. Update on Appointments to COA Standing Committees and Review of Current Commissioner terms and COA vacancies:** Jon Janowski will update the list of potential Commissioners. The Executive Committee reviewed the mandates for Commission members to ensure the board is diverse and meeting all requirements as stated in the Bylaws. The Chair would like to see two healthcare professionals instead of one on the Commission. The Executive Committee is going to recommend to the Commission John Griffith and Sharon Abston to be selected as the next Commissioners on the Commission.

III. Adjournment: Meeting adjourned at 1:00 pm.

The next Executive Committee meeting will be October 26, 2018, at Marcia Coggs Human Services Building, 1220 W. Vliet St., Milwaukee, WI.

Respectfully submitted,



Vonda Nyang
Executive Assistant