



MILWAUKEE COUNTY
DEPARTMENT OF HEALTH
& HUMAN SERVICES
**AGING & DISABILITIES
SERVICES**

**Executive Committee Meeting
December 5, 2022**

A quorum of Executive Committee members convened virtually on Monday, December 5, 2022. Members and attendees joined the virtual meeting hosted on Microsoft Teams with video conference and conference call options (computer or telephone).

Janice Wilberg took roll call and confirmed attendance by calling each Committee member's name.

Members Present

John Griffith, *Chairman*
Amber Miller, *Vice-Chair*
Elliott Moeser, *Legislative Officer*
Janice Wilberg, *Secretary*

Milwaukee County Staff Present

Daniel Idzikowski, *DHHS Aging Unit*
Schinika Fitch, *County Executive's Office*
Vonda Nyang, *DHHS Aging Unit Executive
Assistant*

MINUTES

I. Call to Order and Roll

Chair Griffith called the meeting to order at 11:02 am, and Secretary Wilberg took roll.

II. REVIEW AND APPROVAL OF THE NOVEMBER 7, 2022, COMMISSION ON AGING MEETING MINUTES

MOTION: To approve the November 7, 2022, meeting minutes.

ACTION: Motion prevailed by unanimous consent (A. Miller Moved, Moeser 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 Daniel Idzikowski provided an update on Commissioner Appointments. The Health and Human Needs Committee approved Mr. Eugene Guskowski and Ms. Paula Penabaker. Their final step is to be

reviewed and approved by the full County Board at their December 2022 meeting. That leaves the Commission with two vacancies. Director Fitch provided an update on the reappointments of the Commission. Director Fitch informed the Executive Committee that reappointed Commissioners must retake their oaths after approval. Commissioner Amber Miller's term expired in December 2022. Commissioner Miller wants to serve a second term, so her reappointment will be submitted. Commissioner Gloria Miller and Gloria Pitchford-Nicholas's first terms expire in January 2023, so they must have reappointments submitted. Commissioner Gloria Miller has confirmed that she would like to serve a second term. Director Fitch has yet to receive word from Commissioner Pitchford-Nicholas if she wants to serve a second term. Director Fitch reiterated what Director Idzikowski reported on the new Commissioner appointments (Mr. Eugene Guskowski and Ms. Paula Penebaker). Ms. Fitch reminded the Executive Committee that the Commission needs representation from the Hispanic/Latinx and Asian American communities.

The Commission reviewed the terms to discuss upcoming reappointments and ensure that the appointment information was correct in the spreadsheet. There was a question as to whether Commissioner Griffith would be able to serve as Chair next year if his appointment ended next year. Director Schinika will check with Corporation Counsel to see if he can serve as an officer next year.

- b) **2023 Commission on Aging Meeting Schedule:** Chair Griffith discussed the need for a tentative 2023 meeting schedule. The Executive Committee decided that the fourth Friday of every month at 9 a.m., except if it falls on a holiday (the date and time would change), will continue to be the meeting schedule for the Commission on Aging.
- c) **Action Item: 2023 Commission on Aging Officer Nominations:** Director Idzikowski explained to the Executive Committee the process for the nominations for officer elections at the COA meeting. The Chair will call for nominations: Chair, Vice Chair, Secretary, and Legislative Officer. If only one person is nominated, the nomination is declared by acclamation. If there are two or more nominations, it will have to be determined by a vote. Each Commissioner would then email Vonda Nyang (Executive Assistant) their nominee/candidate's name. Once Ms. Nyang receives all the Commissioner's votes, she will tally the votes and report the election results contemporaneously. The Chair would announce the result of the election. During the Chair nominations, the current Chair will have to turn the meeting over to

the Vice Chair for that process. After the nomination is complete, the Chair would resume meeting control.

The Executive Committee discussed sending an email to the Commission informing them of the election process and that they are allowed to run and nominate whom they would like for an officer position.

- d) **Discussion/Action Item: COA Policymaker Meet and Greet Workgroup:** Chair Griffith informed the Executive Committee that he decided to have the Public Official reception, a meet and greet, held sometime in Mid-April or May 2023, after the election. Commissioner Moeser would like to see it held in May at one of the County's owned senior centers. Commissioner Wilberg suggested having it combined with Aging Network Summit scheduled for May, which is Older American Month. It will be discussed at the next Executive Committee meeting to pinpoint a final decision.
- e) **Discussion Item:** Review of Bylaws and Open Meeting Rules Regarding the Appointments of non-Commissioners to Committees and Councils.

Director Idzikowski informed the Executive Committee that he wanted to review the COA Bylaws with the Executive Committee, so they know how new Committees or making a select committee a standing committee is done. The Executive Committee discussed the process with Director Idzikowski. Commissioner Griffith mentioned the creation of a communications Committee. The Executive Committee discussed creating new committees. The Executive Committee decided to move slower by creating a new committee.

- f) **Action Item:** Setting the December 9, 2022, Commission on Aging meeting agenda:

The Executive Committee reviewed the draft December agenda. The Executive Committee decided to remove items B, C, D, and E from the Agenda (B, Appointment of Chairs of Commission on Aging Standing and Select Committees, B, Appointment of Chairs of Commission on Aging Standing and Select Committees, D. Commission on Aging Alignment with County Strategic Direction and Update on Racial Equity Initiative within program delivery, and E. Open Meeting Rules and Procedures). And to add an item, Update on Director Idzikowski could provide an update on the Advocacy and Policy Manager position). The Commission on Aging's December 9, 2022, agenda is approved.

IV. Other COA Business:

Director Fitch suggested that the Commission send out an invite to the newly appointed Commissioners to attend the meeting.

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, January 9, 2023, at 11 a.m. (virtual and audio) on Microsoft Teams and a teleconference phone.

Respectfully submitted,

Vonda Nyang
Executive Assistant

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