



Milwaukee County Commission on Aging Executive Committee Meeting May 7, 2018

The Executive Committee held its monthly meeting on Monday, May 7, 2018, at 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

Members Excused:

Bettie Rodgers, J.D., Advisory Council Chair

Staff Present:

Holly Davis, Executive Director
Jon Janowski, Director of Administration
Carmen Pangilinan

Attendees from the Public

Bob Haase

MINUTES

I. Meeting called to order at 12:15pm. (Chairperson Wyatt Sibley was late due to personal matter)

II. Discussion and Action Items:

i. Update on Appointments to COA Standing Committees:

- i. Action:** Chair Barbara Wyatt Sibley is working on assigning Chairs and Vice Chairs to all the Commission on Aging standing committees. Most Committees and Councils have a Chair and not a Vice Chair except for Service Delivery who does not have a Chair or Vice Chair assigned. Commissioner Wyatt Sibley has asked Jordan Luhr to be the Chair of the Service Delivery Committee. Mrs. Wyatt Sibley hopes to have an answer from him sometime this week. The current Chairs of Committees are: Commissioner Bettie Rodgers, J.D., Advisory Council; Commissioner Fred Knueppel, Advocacy Committee; Commissioner Wyatt Sibley, Executive Committee and COA; Commissioner Meyer-Arnold, Wellness Committee; Also, George Liberatore is the Chair of the Communications Awareness Workgroup.
- ii. Action:** Commissioner Wyatt Sibley would like to have a process in place for selecting Committee or Council members. Currently, the Commission doesn't have a method in place for selecting its Committee/Council members, and in the past, anyone who showed up for a meeting was automatically accepted as a member. Now, there is a new process in place for selecting members. If someone is interested in becoming a member of a Council or Committee, the Committee or Council Chair must notify the Commission Chair to submit the person's name and request for consideration. The Commission Chair will make the final decision if the person will serve on a Committee or Council.

iii. Update on COA Bylaws process and Corporation Counsel Review:

Jon Janowski provided an update on Corporation Counsel's progress in reviewing the Bylaws. Unfortunately, the attorney in Corporation Counsel's office that was assigned to help the Department with this process is leaving the County. This project has been reassigned to a new attorney in the Corporation Counsel office. They feel our bylaws should be rewritten to be in alignment with other county entities. It was also recommended Roberts Rules of Order training as well.

iv. Review of Current Commissioner terms and COA vacancies:

Jon Janowski provided an update on Commissioner vacancies. The County Executive has appointed two new Commissioners to the Commission, Ronald Byington and Cesar Pabon, and their appointments will go before the County Board's Health & Human Needs Committee on May 15, 2018. If the Committee approves Mr. Byington and Mr. Pabon's appointments, then the appointments will go before the full County Board at their meeting on May 24, 2018. Mr. Byington is deaf and would need an interpreter present at the COA meetings. Only three Commissioner vacancies remain to be filled - one is for a County Supervisor, and the other two are community members. The Executive Committee is recommending three people to the County Executive to review for potential appointment: Dr. Steven Werlin, Qadira Harris – AARP, and Jeanette Mitchell.

i. Action: Mr. Janowski will have someone from the County Clerk's Office attend the May COA meeting to swear in the two new Commissioners. He will also arrange for an interpreter to be present at the May meeting for Mr. Byington. They will be sworn in prior to the meeting.

ii. Action: Holly Davis is meeting on Monday with Dr. Steven Werlin to further discuss his interest in becoming a Commissioner. Ms. Davis will update the Executive Committee of the outcome of this meeting.

v. Update on Orientation process and materials for new Commissioners:

i. Jon Janowski provided an update on the Commissioners binders and materials due to Debra Jupka being unable to attend today's meeting. The Commissioner binders are expected to be finished in August 2018.

ii. Committees/Councils Yearly Priorities: Every committee/council should have goals/priorities that they would like to accomplish for the year.

iii. Kiosks for Milwaukee County Senior Centers: Commissioner Wyatt Sibley wrote a letter to Boston Store to see if they would consider donating five of their kiosks for the Senior Centers. Commissioner Wyatt Sibley thinks this would be a good way to provide information and to get seniors more familiar with technology. Chair Wyatt Sibley will keep the Executive Committee posted on the outcome.

iv. Commissioner and Presenter Attendance Requirements: Commissioners and presenter's attendance requirements: Presenters and Commissioners need to contact the Administration Office to notify the Executive Director, Director of Administration, Chair of the COA, or the Executive Assistant when they are not able to attend the COA meetings.

vi. Action Item: Setting the May 2018 May Commission on Aging agenda:

- i. **Resource Center Oversight Committee and the Intergenerational Council:** The Resource Center Oversight Committee and the Intergenerational Council will be discussed under the Chair's report.

III. Adjournment: Meeting adjourned at 12:55 pm.

The next Executive Committee meeting will be June 4, 2018, at Marcia Coggs Human Services Building, 1220 W. Vliet St., Milwaukee, WI.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Vonda Nyang", with a stylized flourish at the end.

Vonda Nyang
Executive Assistant