



Milwaukee County Commission on Aging Executive Committee Meeting June 4, 2018

The Executive Committee held its monthly meeting on Monday, June 4, 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
Bettie Rodgers, Chair of Advisory Council

Staff Present:

Holly Davis, Executive Director
Jon Janowski, Director of Administration

Attendees from the Public

None

MINUTES

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

II. Discussion and Action Items:

A. Update on COA Bylaws process and Corporation Counsel review:

- i. Holly Davis and Jon Janowski recently met with Corporation Counsel's new attorney who is assigned to assist MCDA with the Bylaws, and they provided the attorney with the existing Bylaw materials.
 - a. **Action:** Corporation Counsel is hoping to have a draft Bylaw template completed for the Commission towards the end of June.

B. Update on Kiosks for MCDA Senior Centers:

- i. Chair Wyatt Sibley sent Boston Store a letter asking them to donate five kiosks to put into the County's senior centers.
 - a. **Action:** The Chair has not heard back from Boston Store and plans on following up with them and will report at the next Executive Committee meeting. Holly Davis wants to make sure there is communication with the County's IMSD staff to address all software and hardware compatibility issues.

C. Update on Appointments to COA Standing Committees:

- i. Chair Wyatt Sibley discussed the need for all Committees/Councils to have accurate rosters of their members. Discussion also focused on the number of members and the length of terms to be served on standing committees as well as residence requirements. Currently, there are 13 members on the Advisory Council. The Executive Committee discussed the Advisory Council's requirements for an elected official and a veteran's healthcare provider to serve on the Council. The Advisory Council recently elected Judith Troestler as their Vice Chair.

ii.

- a. **Action:** The elected County Supervisor to serve on the Commission will serve on the Advisory Council. Chair Wyatt Sibley is considering recruiting a veteran's healthcare provider from a new health care facility that opened up on Martin Luther King Jr. Drive. The Executive Committee discussed that Committee/Council members might serve a 3-year term and that this could go into effect in January 2019. Membership terms could also be added to the new bylaws. All names of individuals who are interested in serving on a Commission standing committee council or workgroup should go directly to Holly Davis or Chairman Wyatt Sibley for review.
- b. **Action:** Debra Anderson is the Vice Chair of Service Delivery Committee. Chairwoman Wyatt Sibley has asked Commissioner Castrejon Perez to consider being the Secretary for the Commission on Aging.

D. Review of Current Commissioner Terms and COA Vacancies:

- i. Currently, there are three Commissioner vacancies with two candidates currently being vetted by the County Executive's Office. If these two individuals are appointed the Commission would be down to one Commissioner vacancy - the County Supervisor representative on the Commission.
 - a. **Action:** Jon Janowski will keep the Executive Committee posted on developments.

E. Review of Candidates for COA Vacancies and Appointment Process: The Committee discussed whether potential Commission appointees should be included in the orientation binders. The group unanimously agreed that this information should not be included in the orientation binders.

F. Update on Orientation Process and Materials for New Commissioners:

- i. A welcoming letter from Chairwoman Wyatt Sibley has been created to send out to new Commissioners.
 - a. **Action:** The MCDA Director's Executive Assistant will be responsible for sending this letter out to the new Commissioners before their first COA meeting. It was decided to have a one-pager created for the Commission on Aging to pass out to new Commissioners. Commissioners Cesar Pabon and Ronald Byington are scheduled to have their orientation following the June COA meeting.

G. Additional Item: Commission on Aging transitioning to paperless correspondence:

- i. As of June 1, 2018, all Committees/Councils members are now being directed to utilize the County Legislative Information Center (CLIC), located on Milwaukee County's website, to obtain meeting materials. The MCDA Director's Executive Assistant will continue to send the Commission individual emails with Commission on Aging meeting information and attachments; however, all Committee/Council meeting materials will be uploaded on CLIC to be accessed at any time.
 - a. **Action:** Chairwoman Wyatt Sibley has drafted a letter to be mailed out to all Committees/Councils members reminding them of this change. If someone doesn't have the resources to print their materials and would like a paper copy, they will have to alert MCDA's Executive Assistant.

H. Action Item: Commissioner & Presenter Attendance Requirements

- i. Currently, there aren't any mandates for Committees/Council attendance requirements. The Executive Committee briefly discussed possible attendance requirements/mandates and Commission meeting dates for 2019. The Executive Committee will think about the suggestions and have another discussion about these requirements at a future meeting.

I. Action Item: Setting the June 2018 Commission on Aging agenda

- i. Commissioner Rodgers is providing the reflection. Mr. Janowski will inquire about scheduling a budget presentation from Teig Whaley-Smith, Director, Department of Administrative Services. Possible alternative presentations include Corporation Counsel presenting a bylaws up-date or David Pifer from Legal Action of WI.
 - a. **Action:** Holly Davis will not be the June COA meeting. Mr. Janowski will check with Ms. Davis to see if she would like to present a written report in her absence.
 - a) Quarterly State Updates – Wasn't discussed
 - b) Update on Upcoming Events – Chairwoman Wyatt Sibley and the Executive Committee decided that upcoming events will be a part of the Commission agenda. There are a few upcoming events to be added to the June COA agenda. Jon Janowski will report on these events at the June 22nd COA meeting.

III. Adjournment: Meeting adjourned at 12:47 pm.

The next Executive Committee meeting will be August 6, 2018, at Marcia Coggs Human Services Building, 1220 W. Vliet St., Milwaukee, WI.

Respectfully submitted,



Vonda Nyang
Executive Assistant