



## Milwaukee County Commission on Aging Executive Committee Meeting September 10, 2018

The Executive Committee held its monthly meeting on Monday, September 10, 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 Executive Committee has identified its presenters for 2019; Legal Action, Unison, Goodwill, and Late-Life Counseling who are Community partners and their programs. In addition to presentations from MCDA's programs special project and council: The Senior Meal program, Senior Center's project, ADRC Report, Nutrition Council. The Executive Committee also identified presentations needed from the City, State, and Federal sectors.

- **Action:** Commissioner Jupka is in charge of coordinating the Presentation/Reflection calendar which will be completed no later than the November COA meeting. There will be a Reflection sign-up sheet passed around at the COA meeting for Commissioners to sign-up.

#### **B. Action Item: Distribution and Review of Commissioner Orientation binders:**

- **Action:** The purple Commission Reference folders that were passed out at the last Commission meeting will be now kept in the department and handed out to Commissioners at the beginning of every meeting and collected at the end of the meeting. The chair will announce at the September Commission meeting.

#### **C. Action Item: Commissioner & Presenter Attendance Requirements:** Starting January 2019, Commissioner attendance requirements will be as follows: Commissioner must attend at least 6 of the nine meetings. If a Commissioner misses three consecutive meetings, the Chair will follow-up with a phone call and/or email. If a Commissioner is unable to attend a meeting, they must notify the Chair and the Executive Director no later than one day before

the COA meeting unless there is an emergency. If the Chair and Executive Director are not notified, the Commissioner will be marked as not present. Present, excused, and not present will be the attendance section of the minutes.

- **Action:** The Chair has requested to have the Executive Assistant send her the attendance for the COA meetings that have taken place thus far in 2018. The Chair will follow-up with Commissioners whose attendance has been lacking.

**D. Action Item: COA Bylaws**

Jon has been working with Corporation Counsel on the Commission on Aging Bylaws in which he had submitted a draft for a rewrite; however, Corporation Counsel had only made edits instead.

- **Action:** Jon is going to circle back with Corporation Council for clarification on the request for a rewrite of the Bylaws and to see if they would be willing to provide an update on the bylaw process at the September COA meeting.

**E. Committees/Councils Member Terms:**

The new member requirements for Committees/Councils will be that each member must attend no less than two-thirds of the meetings. Those who do not meet this requirement will be removed from the Committee/Councils. The Nutrition Council is exempt from this requirement.

**Action:** The Chair will announce the 2019-member attendance requirements at the September Commission meeting in addition to mailing a letter out to all Committee/Council members.

**F. Action Item: 2019 COA Meetings**

- **Action:** The 2019 COA meeting schedule will be discussed at the September Commission meeting as a decision has to be made whether the Commission will eliminate a meeting date.

**G. Action Item: Setting the September 2018 Commission on Aging agenda:**

The Chair will report on the 2019 COA schedule, the reflections calendar for 2019, Bylaws update, and meeting attendance expectations for 2019.

**H. Review of Current Commissioner terms and COA vacancies:**

The Executive Director is still working on finding a County Supervisor who would be willing to serve on the Commission. The Chair suggested having the Advocacy Committee will work on this as well. The Chair is willing to attend a Health & Human Needs Committee meeting to advocate for a County Supervisor.

- **Action:** Mr. Janowski will see if the Department can be added to an upcoming Health & Human Needs Committee agenda.

**III. Adjournment:** Meeting adjourned at 1:15 pm.

The next Executive Committee meeting will be October 1, 2018, at 11:45 am in Room 104 of the Marcia Coggs Human Services Building, 1220 W. Vliet St., Milwaukee, WI.

Respectfully submitted,



Vonda Nyang  
Executive Assistant