



MILWAUKEE COUNTY
Department on Aging

**Milwaukee County Commission on Aging
Executive Committee Meeting
February 4, 2019**

The Executive Committee held its monthly meeting on Monday, February 4, 2019, at the Marcia Coggs Human Services Building, Conference Room 302E, 1220 W. Vliet St., Milwaukee, WI 53205.

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

Members Present:

Commissioner Barbara Wyatt Sibley, Chair
Commissioner Fred Knueppel, Vice Chair

Staff Present:

Jon Janowski, Director of Administration
Holly Davis, Executive Director

Commissioners Present:

Debra Jupka

Attendees from the Public

None

MINUTES

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

II. Discussion and Action Items:

A. Discussion Items:

a. Review of Commission on Aging bylaws process:

Mr. Janowski noted that the e-mail he sent out to Commissioners in January contained all of the materials that Commissioners needed for the bylaws discussion. There was some discussion of the Legislative Officer role. Members asked if Sup. Haas would be willing to sit on the Executive Committee, and Mr. Janowski said he would ask him when he does his onboarding meeting.

b. Update on potential Commissioners

Mr. Janowski passed out the latest version of the "potential Commissioners" document. The group discussed all members currently on the list. Seven "potential" names are currently on the list, and the Committee agreed that more names are needed. Some discussion ensued regarding other individuals that will be contacted by Committee members. The group also reviewed ordinance requirements regarding age and City/suburban representation. The Committee felt that seniors who participate on the senior center advisory committees might be good candidates.

c. Review of 2019 reflection and presentation calendar

The Committee and staff discussed changes to the 2019 calendar. February and March meeting presentations were updated. Chair Wyatt Sibley asked that a picture be taken of Commissioners at an upcoming meeting, so it could be posted on the MCDA's website. Commissioner Jupka confirmed that June and October Commission meetings would be moved outside of the Coggs Center.

d. Update on COA field trips

Commissioner Jupka has been coordinating these trips for Commissioners. People are signing up and logistics are still being worked out.

e. Coggs Center building access for meetings and events

The Committee and staff discussed recent policy changes at Coggs that do not allow security guards to physically push people in wheelchairs into the building. Chair Wyatt Sibley will announce this policy change at the February Commission meeting. Ms. Davis said she will follow up with the Director of the County's Facilities Division to get more detail on this change and discuss potential solutions.

f. Commission on Aging succession planning

The group discussed all of the Commissioners that will be leaving within the next 12 months due to term expirations. The group also discussed current Commissioners who need to be reappointed to another three-year term. The Committee agreed that it was critical to recruit a diverse group of people to replace the Commissioners that will be transitioning. Committee members also felt that it would be important for Commissioners to attend 2019 senior center advisory committee meetings to hear about programming concerns and talk about succession planning on the Commission. Commissioners will also be asked to "drop in" at the senior centers to get a sense for how programming is going, and Chair Wyatt-Sibley will mention this during her report at the February Commission meeting. Chair Wyatt-Sibley would like to have a succession list of potential Commissioners ready by June of this year, and she will also mention the importance of this issue at the February Commission meeting.

B. Action Items:

a. Setting the February 22, 2019 Commission on Aging meeting agenda

Mr. Janowski walked the Committee through the potential agenda. Mr. Janowski noted that the three new Commissioners will be sworn in before the meeting. The group updated the reflection and presentation agenda items. Commissioner Jupka will do an update on field trips under the Chairwoman's report. The group also discussed meeting minutes that would be on the February meeting agenda. The Committee agreed that Wellness Committee goals would be included in the Commissioner's purple meeting folder and would be noted by Chair Wyatt Sibley during her report.

b. Update on upcoming events

No public events were noted by Committee members.

III. Adjournment: Meeting adjourned at 1:05 PM.

The next Executive Committee meeting will be March 4, 2019, at Marcia Coggs Human Services Building, 1220 W. Vliet St., Milwaukee, WI.

Respectfully submitted,



Jon Janowski
Director of Administration