



## **Milwaukee County Commission on Aging Executive Committee Meeting December 11, 2017**

The Executive Committee held its monthly meeting on Monday, December 11, 2017, at Marcia Coggs Human Services Building, Conference Room 308, 1220 W. Vliet St., Milwaukee, WI 53205.

Visual attendance was taken and documented by Vonda Nyang. No sign-in sheet.

### **Members Present:**

Debra Jupka, Co-Chair  
Sylvan Leabman, *Chair*  
Barbara Wyatt Sibley, *Secretary*  
Bob Haase, *Commissioner*

### **Staff Present:**

Holly Davis, *MCDCA Director*  
Vonda Nyang, *Executive Assistant*

### **Attendee's**

Julie Wilson, Corporation Counsel

## **MINUTES**

- I. **Meeting called to order at 11:10 am**
- II. **Set Agenda for January 26, 2018, COA meeting**
- III. **Items for Executive Committee on behalf of the Commission:**
  - **New Appointments/Reappointments/Commissioners Leaving:** There are two new Commissioners, Charles Vang and Brenda Coley, and one reappointment Maria Castrejon Pérez, to be sworn in at the January 2018 COA meeting.
    1. **Action Item:** Vonda will check with Jon to find out the names of the new Commissioners.
  - **Discussion of the future of the Intergenerational Council:** The Commissioners discussed whether or not the Intergenerational Council should still exist. It was suggested that if this Council continues to exist, it should focus on the Senior Center Project.
    1. **Action Item:** Commissioner Jupka will be meet with Dayo to discuss Intergenerational Council agendas.
  - **Wellness Council and Intergenerational Council "One Pager" Descriptions:** Commissioner Leabman asked Vonda to check with Jon to see if the One Pagers have been completed for the Wellness Council and Intergenerational Council. Vonda will email the Council's one pagers to the Executive Committee for review.

- **Discussion of orientation and training for new Commissioners:** Who specifically? wanted to know where are we in the process of getting the Commissioner binders ready for distribution.
  - 1. **Action Item:** Commissioner Jupka is going to follow-up with Jon as he has taken on the responsibility for getting the binders ready for Commissioners.
- **Review list of current Commissioners and their terms:** Commissioner Jupka and Vonda will work on updating the Commissioner's terms and have a finished copy to be presented to the Commission at the January meeting.
- **Discussion of recruitment of candidates to fill upcoming Commission vacancies:** The Commission reviewed the spreadsheet of possible commissioners. There are two vacancies that will need to be filled: Bob Haase and Gary Mikolajczyk. Commissioner Leabman suggested Jordan Luhr to be a new Commissioner. The Commission would like to see at least two people who have a background in development to be on the Commission that could assist with the Senior Center Project.
  - 1. **Action Items:** Commissioner Jupka suggested Ralph Hollmon and Donna Sparr, she will follow-up to see if they are still interested in being a Commissioner.
  - 2. **Action Items:** Director Davis will be meeting with Ann Basting next week so she will ask Ms. Basting if she would be interested in serving on the Commission.
  - 3. **Action Items:** Commissioner Haase suggested Gerald Martin as a possible candidate, he will talk to him tomorrow about being on the Commission.
  - 4. **Action Items:** Vonda was asked to Contact Interfaith and request contact information for each Interfaith Senior Center Locations Advisory Council members.
- **Review of Commission on Aging Bylaws process and next steps:** Jon Janowski nor Commissioner Leabman did not have enough time to review the Aging Bylaws document, so it will be not discussed at the January COA meeting.
- **Discussion of electronic posting of Commission on Aging and Standing Committee materials:** Corporation Counsel provided recommendations to the Executive Committee:
  - 1. The Commission must provide clear definitions as to what is the function of the Executive Committee, how is it structured (the size of the body to make a quorum, and how many members can be present to stop an action of a Committee/Council), and what is the committee charged with accomplishing on behalf of the Commission. Also, each subcommittees and Ad Hoc Committees would need to be defined. A reference sheet should be created for the Committees/Councils numbers, actions, etc.
  - 2. When the Commission is ready to vote on any actions regarding the structures of Committees/Councils, they should refer the changes to Corporation Counsel for review to ensure proper steps have been taken tin regards to the Open meetings law and the Bylaws.
- **Election of new officers/Appointing committee members:** Commissioners Haase and Mikolajczyk terms will end at January's COA meeting. Commissioner Jupka will be taking a four month leave of absence; however, she will remain Chair of the Resource Center

Oversight Committee, RCOC. January is the election month of voting on officers and with the Chair appointing new committee members. The Committee members agreed that Commissioner Rodgers would be a great candidate for Chair of the Advocacy Committee, also, the Committee members agreed that Commissioner Wyatt Sibley should remain Chair of the Service Delivery Committee. All members agreed to propose those recommendations to the whole Commission. The Executive Committee discussed having the elections in February instead of January - all Committee members agreed.

- **Recommendations of new Commissioners:** Committee Members provided new names to add to the list of possible commissioners: Dessie Levy, Chief Nursing Administrator, Mount Mary; Sharon Abston (taught in the nursing program at MATC but is now retired.) Also, members agreed that they would like Jordan Luhr as a possible candidate as well.
- **Commissioners on Committees/Councils:** The Committee members would like to see if the new Commissioners who will be joining soon would like to attend the Committees/Councils as well as ensuring each current Commissioner has joined a Committee or Council.
  1. **Action Item:** Commissioner Leabman has requested Vonda to email him all of the Committees/Councils Chairs names for review.
  2. **Action Item:** The Commission would like to get rid of the monthly meeting notice of the Committees/Councils that is circulated in the COA mailing and email distribution of meeting material. Commissioner Leabman has asked Vonda to check with Jon to see if Corporation Counsel has told him that we should continue the monthly notice. If Corporation Counsel says we don't have to then it will cease to exist.

**IV. New Business:** None

**V. Public Comment on Agenda Items and Materials:** None

**VI. Adjournment:** Meeting adjourned at 12:00 pm.  
The next Executive Committee meeting will be February 5, 2018

Respectfully submitted,



Vonda Nyang  
Executive Assistant