



Milwaukee County Commission on Aging Executive Committee Meeting March 5, 2018

The Executive Committee held its monthly meeting on Monday, March 5, 2018, at Marcia Cogg Human Services Building, Conference Room 308, 1220 W. Vliet St., Milwaukee, WI 53205.

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

Members Present:

Debra Jupka, Co-Chair
Barbara Wyatt Sibley, Secretary
Bob Haase, Advocacy Committee Chair
Fred Knueppel, Commissioner

Attendees

Gary Mikolajczyk
Tony Jones

Staff Present:

Jon Janowski, Director of Administration
Vonda Nyang, Executive Assistant

MINUTES

- I. **Meeting called to order at 11:45 am**
- II. **Review and approval of December 11, 2017, Executive Committee meeting minutes:** Meeting minutes approved upon the following corrections which are: correcting page 2, paragraph 3, Action Item 3, should say each Interfaith Senior Center Locations Advisory Council members and not Advocacy Committee. Second, Page 3, second paragraph name should be Dessie Levy, not Essie Levy. Last, page 3, second paragraph, first Action item should state email him all the Committees/Councils Chair names for review.
- III. **Announcement:** Chair Commissioner Jupka stated that Commissioner Leabman has resigned from the Commission on Aging, which is why she is Chairing today's Executive Committee meeting and the Commission meeting in March.
- IV. **Discussion and Action Items:**
 - A. **Update on COA Bylaws process and Corporation Counsel review:** Jon Janowski provided an update on the Bylaw process. The proposed changes that the Ad Hoc Bylaw Workgroup submitted to Corporation Counsel for assessment is still pending due to current vacancies in the Corporation Counsel's Office. Per Commissioner Leabman's request, Mr. Janowski contacted Corporation Counsel to review a section of the Bylaws that discuss the Chair's Authority to appoint Chairs and members of Standing Committees. The section assessed was Article 4, Section A. Corporation Counsel reviewed this section and sent an email to the Department confirming that the Commission Chair does have this authority. Corporation Counsel Office has not reviewed the remainder of the bylaws. Mr. Janowski will have a

schedule of contact Colleen Foley at the Corporation Counsel's Office to see if she would have time to review the Bylaw changes. The Executive Committee discussed Chapter 53 of the County Ordinances and reviewed how the Bylaws relate to this ordinance.

- i. **Action Item:** Starting in April, Jon Janowski will have a schedule of review for discussion for changes. Sections of the Bylaws will be sent to Commissioners in the monthly mailing for their review. The Commission will vote on each section at the Commission meetings until the entire Bylaws have been reviewed and all until changes have been voted on by the Commission.
 - ii. **Action Item:** The Executive Committee will review in advance a section of the Bylaws at their upcoming monthly meetings, starting in April.
 - iii. **Action Item:** Ground rules will be set for the review of the Bylaws discussion to keep everyone on track. Commissioners will be expected to submit any other proposed changes in writing and to provide a rationale as to why they think their proposed changes should be in the Bylaws before the scheduled COA meeting. These proposed changes must be submitted prior to the COA mailing so Vonda will have time to make copies of the proposed changes to mail out with the Commission mailings for everyone's to review.
- B. **Discussion of Executive Committee membership:** Members agreed that it is clear that the Commission has created an Executive Committee; however, what is not clear is who should be a member on this Committee. The Commission will need to provide clarity at its May meeting regarding the Executive Committee's membership.
- C. **Update on Chairman appointments to COA standing committees:** The current Chairs of the standing Committees will remain in place until the month of April, as the new Executive Committee will be voted on at the March COA meeting.
 - i. **Action Item:** Whomever is elected COA Chair at the March 23, 2018, Commission on Aging meeting will make appointments of the chairs of the COA standing committees sometime after the meeting but before the April Executive Committee meeting.
- D. **Update on Chairman appointments of standing committee Chairs:** The Executive Committee reviewed the list of all the Committee members that had received a letter from Commissioner Leabman. Standing Committee member rosters needed updating as there are a lot of people on the lists that have not been attending meetings. The Executive Committee members expressed there should be an attendance policy in place for Commissioners and Committee members, and that their attendance should play a role in whether they continue to be a member. Article 5, Section D of the COA bylaws state that nominees for non-Commission members need to be reviewed and approved by the full Commission, an item which will be taken up at the March COA meeting.
 - i. **Action Item:** The Executive Committee wants all Commission on Aging standing Committees to have updated rosters to present to the full Commission at its May meeting.
 - ii. **Action Item:** The member lists will be either an informational item or they will be voted on by the Commission to accept the names listed as its members.
- E. **Review of current Commissioner terms and COA vacancies:** Currently, there are five Commissioner vacancies, as Commissioner Leabman has resigned and Brenda Coley has

decided she cannot be a Commissioner due to her busy work schedule. There should be a total of 16 Commissioners which includes a County Supervisor who serves on the Commission. Mr. Janowski gave an update on two candidates, one of whom is in the process of being interviewed by the County Executive's Office, and the other (Jordan Luhr) whose appointment will be heard by the Health and Human Needs Committee soon in the near future.

F. Review of candidates for COA vacancies and appointment process: The Executive Committee reviewed the list of potential Commissioners and made corrections to the listing. Jon Janowski will forward this spreadsheet to Evans Gant, Director of Community Relations, County Executive's Office, so he has a list of the names that the Commission is recommending. Mr. Janowski will work with Mr. Gant on the process of relaying information relating to the on the onboarding process of new Commissioners.

G. Update on onboarding process and material for new Commissioners: Vonda Nyang briefly went over the Table of Contents for the Commissioner binders. There was one suggestion which was to include the names of the person responsible for each item so it is known who will be providing the training.

- i. **Action Item:** Commissioner Knueppel stated he has verbiage that the Commission could use regarding an attendance policy for the Commissioners.

H. Action Item: Setting the March 2018 Commission on Aging agenda: The Executive Committee reviewed the agenda and set the agenda for the March COA meeting.

- i. **Action Item:** Chair Jupka has asked Vonda to follow-up with Neal Minogue to see if he will be attending the March COA meeting.
- ii. **Action Item:** Chair Jupka would like to have an update on the Fernwood Court situation from either Supervisor Steve Taylor or Beth Monrial Zatarski.
- iii. **Action Item:** Vonda was asked to follow-up with Maria Castrejon-Perez to get her scheduled for taking her oath for her second term as a Commissioner.
- iv. **Action Item:** When Commissioners do not notify Vonda or the officers of the Commission when they will not be present for a meeting, they should not be considered excused, but instead they would be considered absent.

I. Additional Items:

- i. **Action Item:** Chair Jupka would like to have an update provided on the events that the MCDA is currently involved within 2018 as well as those that the department is no longer involved with due to budget cuts.
- ii. **Intergenerational Council:** The discussion regarding the Intergenerational Council will be carried over for the new Executive Committee.

V. Adjournment: Meeting adjourned at 1:20 pm.

The next Executive Committee meeting will be April 2, 2018, at Marcia Coggs Human Services Building, 1220 W. Vliet St., Milwaukee, WI.

Respectfully submitted,

Vonda Nyang
Executive Assistant