



Milwaukee County Commission on Aging Executive Committee Meeting April 2, 2018

The Executive Committee held its monthly meeting on Monday, April 2, 2018, at 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

Bob Haase

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/Setting the April 2018 Commission on Aging Agenda:

- i. **Action:** Jon will submit a Senior Center Assessment Project written report for his Informational Item Update as he will not be present at the COA meeting.
- ii. **Action:** The Executive Committee decided to have quarterly State updates, or updates on an as-needed basis, for the Commission meetings. Holly Davis will follow-up with Neal Minogue to discuss this change.
- iii. **Action:** Chairwoman Wyatt Sibley would like to have George Liberatore, Chair of the Communications and Awareness Workgroup, deliver an informational presentation on the Workgroup at an upcoming Commission meeting.

B. Action Item/Select COA Bylaw sections for review at the April Commission on Aging Meeting:

- i. **Action/Review, submission of changes, and finalization of the Bylaws:** As previously discussed, Jon Janowski will provide sections of the Bylaw changes for the Executive Committee and the Commission to review. The Executive Committee finalized how the Bylaw reviews and submission of changes will take place at the Commission meetings. Bylaw articles I, II, III, and VIII will be sent out in the Commission mailing for everyone's review before the meeting. A motion will be made for each Bylaw section reviewed at the meeting.

- ii. **Action/Commissioners:** Any additional changes proposed to the Bylaws by Commissioners must be presented in writing at the Commission meeting, and it must include the newly introduced verbiage and a rationale as to why it should be accepted by the Commission.

C. Action Item/Future of the Intergenerational Council:

- i. **Action:** Due to the fact that the Intergenerational Council has not had leadership in place nor a meeting in about a year, the Executive Committee recommends the elimination of the Intergenerational Council until or unless a purpose for the group can be defined.

D. Update on Chairman Appointments of Standing Committee Chairs:

- i. **Discussion:** The Executive Committee discussed the Committee and Council responsibilities for electing their Vice Chairs. However, the Commission is responsible for providing the Vice Chairs with a summary of their duties. Commissioner Emeritus Gwen Jackson has not attended Committees/Councils meetings in many months. Commissioner Wyatt Sibley will contact Ms. Jackson to see if she is planning to continue to be on the Service Delivery Committee as she has helped with contracts in the past. Chair Wyatt Sibley will inform the Executive Committee of Ms. Jackson's decision.
- ii. **Action Item:** Commissioner Wyatt Sibley reported Beth Meyer-Arnold has turned down the position of COA Secretary; therefore Ms. Wyatt Sibley is searching for another Commissioner to serve in this position. Regarding the Chair appointments, Ms. Wyatt Sibley has decided to keep former Chair Sylvan Leabman's appointees for the Committee/Council Chairs.
- iii. **Action Item:** The Executive Committee reviewed the Chair appointments. Commissioner Wyatt Sibley expressed her concern about commissioners holding more than one leadership role. Commissioner Knueppel is currently Vice Chair of the Commission, Chair of Advocacy and Vice Chair of Service Delivery. At the meeting he indicated he was willing to relinquish the Vice Chair for Service Delivery. Commissioner Rodgers will remain Chair of the Advisory Council, and Commissioner Meyer-Arnold will stay the Chair of the Wellness Committee. The Commission has many commissioners who are on the Wellness Committee which will be reviewed. The Commission needs experienced commissioners to serve in leadership roles. The Chair would like Jordan Luhr to serve as the Service Delivery Chair since he has served on the committee for a year. Commissioner Knueppel has decided to resign from the Service Delivery Committee.

E. Update on Chairwoman Appointments to COA Standing Committees:

- i. **Resource Center Oversight Committee:** The Resource Center Oversight Committee has the same challenges as the Intergenerational Council. In addition, the ADRC Governing Board, which is a combined community-based board, covers similar material and the group felt it would be more beneficial to have a Commissioner on this Board. After a brief discussion, the Executive Committee recommended to disband the RCOC and will discuss this action at the April COA meeting. The Executive Committee also recommended that a Commissioner would serve on the ADRC Governing Board. Commissioner Debra Jupka will be asked by the Chair to serve on this board. The County Executive's Office oversees appointments for this Board and the Commission will need to work the County Executive's office for approval of Commissioner Jupka.

- ii. **Service Delivery:** Chair Wyatt Sibley would like Gladys Carroll Weathersby to join the Service Delivery Committee instead of the Wellness Committee. Staff is scheduled to meet with Commissioner Carroll Weathersby. The Executive Committee discussed the other assignments of Commissioners on Committees and Councils, and Commissioner Wyatt Sibley decided she will contact a few of the Commissioners to see if they would be willing to switch their Committees/Councils.

F. Update on Commissioner Orientation Process and Materials: A Commissioner orientation is scheduled right after the April COA meeting in the same conference room as the Commission meeting. Jon Janowski, Debra Jupka, and Vonda Nyang are all working together on the Commissioner orientation materials and binders.

G. Update on Senior Statesman Program:

- i. **Action Item:** Ms. Davis and Mr. Janowski will attend the Senior Statesman Program and provide a brief report to the Executive Committee in May about the program. The Executive Committee is hopeful that a few of the Senior Statesman might be interested in joining one of MCDA's Committees or Councils.

H. Update on MCDA Website (Posting of Meeting Minutes and Attachments) and the Review of Commission Bulk Mailing (Electronic and Paper Mailings):

- i. **Action Item/MCDA Website:** The new MCDA website launch is expected to take place at the end of April. After the launch of the new website, all Committee/Council meeting information and materials will be accessed through the "County Legislative Information Center" (CLIC). Seniors who do not own a computer or are not computer savvy enough to access the materials can receive a mailed copy by contacting Vonda Nyang in the MCDA office. It was suggested to encourage seniors who are not computer savvy to access information at the Senior Centers or the Public Library.
- ii. **Action Item/COA Bulk paper mailing list:** Starting June 1, 2018, MCDA will no longer send out a paper mailing of meeting materials. A letter will be sent out to all Committees and Councils announcing this change. Only if a senior is not able to access the meeting materials online and calls in the request will a paper copy of meeting materials be mailed out.

I. Review of Current Commissioner Terms and Update on COA Vacancies:

- i. Currently, there are four Commissioner vacancies. The County Executive's Office is in the process of interviewing two candidates: Ron Byington and Cesar Pavon.
- ii. **Potential Commissioners List:** Chair Wyatt Sibley would like to add Jeanette Mitchell to the potential commissioners list.

J. Review of Committees and Councils Member Lists (Chairs overseeing updating Lists):

- i. **Action Item:** The Executive Committee reviewed all Committee/Council mailing lists. The Executive Committee would like to have full contact information for everyone, including an address. However, the members addresses do not have to be a home address; they use their business address on file or use the department's address. Some Commission members expressed their desire not to have their home addresses published, however most County constitutes address information is available on the internet. Holly Davis will check with Corporation Counsel to see if there would be any liability issues with collecting addresses and will update the Executive Committee.

- III. Adjournment:** Meeting adjourned at 1:00 pm.
The next Executive Committee meeting will be May 7, 2018, at Marcia Coggs Human Services Building, 1220 W. Vliet St., Milwaukee, WI.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Vonda Nyang", with a stylized flourish at the end.

Vonda Nyang
Executive Assistant