



MILWAUKEE COUNTY  
**Department on Aging**

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

The Executive Committee held its monthly meeting on Monday, March 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  
Commissioner Maria Castrejon-Perez

**Members Excused:**

Debra Jupka

**Staff Present:**

Jon Janowski, Director of Administration  
Holly Davis, Executive Director  
Vonda Nyang, Executive Assistant

**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 and approval of February 4<sup>th</sup> Executive Committee meeting minutes

The Committee reviewed and unanimously approved the February 4<sup>th</sup> Executive Committee meeting minutes.

##### b. Update on Commission on Aging bylaws process

Mr. Janowski said that the Commission would be taking up Articles III and IV at their March meeting. Office of Corporation Counsel will have staff present to assist the Commission if needed. Executive Committee members agreed that Commissioners should be told in the March e-blast to read the proposed bylaw changes before the meeting and come prepared with written changes or edits. Chair Wyatt Sibley also asked that ground rules (i.e., Commissioners will be allowed to speak twice on an item, and a two-thirds vote will be required for any changes to the bylaws) for the bylaws discussion be included in Vonda's March e-blast to Commissioners.

##### c. Update on Commission on Aging succession planning

The Committee reviewed Mr. Janowski's updated "potential Commissioners" list and provided some updates. Chair Wyatt-Sibley stressed the importance of Commissioner recruitment happening over the next several months, and the Committee agreed that the Commission should have a list of at least three or four potential replacements by the June 2019 Commission meeting. Members will be recruited based on the County ordinance requirements and in line with the diversity requirements outlined by Chair Wyatt Sibley. Chair Wyatt Sibley also said that another factor to consider when recruiting Commissioners is which County Supervisor districts people live within. Chair Wyatt Sibley also added that some thought will have to be given to officers for 2020 as all existing COA officers will be terming off of the Commission as of January 2020.

The Committee also agreed that future senior center advisory council meetings include an agenda item where Commissioner succession planning is discussed. As Commissioners attend these meetings and/or visit these county-owned senior centers in the coming months, they will be asked to fill out a feedback form that will be developed by MCDA staff. The Committee agreed that this feedback form should be included in Commissioner's packets for the March Commission meeting.

##### d. Review of 2019 reflection and presentation calendar

The Committee reviewed the updated calendar as edited by Commissioner Jupka. Chair Wyatt Sibley noted that staff should remind Mr. Vang that he will be doing the March reflection. No changes were made to the calendar.

**e. Update on COA field trips**

The Committee reviewed the field trip plans as coordinated by Commissioner Jupka. No changes were made.

**f. Coggs Center building access for meetings and events**

The Committee reviewed upcoming Commission and Committee/Council meetings scheduled outside of the Coggs Center. Discussion ensued on potential meeting locations for the March Commission meeting. Ms. Davis and Mr. Janowski will be following up with the Committee regarding potential sites for this meeting.

Chair Wyatt Sibley also noted the importance of having some meetings scheduled at Kelly Senior Center and McGovern Senior Center. At this point there are meetings scheduled at the other three county-owned centers. The Committee also agreed that COA Committees/Councils could meet at other locations that provide programming – such as United Community Center. Commissioner Castrejon-Perez said she would check into UCC availability for future meetings.

MCDA staff also noted that various County administrators are working on improving access to the Coggs building.

**B. Action Items:**

**a. Setting the March 29, 2019 Commission on Aging meeting agenda**

The Committee reviewed the draft COA agenda passed out by Ms. Nyang. Several changes were made to the agenda. The Committee agreed that the majority of the March meeting should be devoted to the Wisconsin Policy Forum presentation and subsequent Q&A session. Discussion also focused on who should be invited to the March 29<sup>th</sup> COA meeting. The Committee agreed that MCDA staff would check into other public venues for the March meeting.

**b. Update on upcoming events**

Chair Wyatt Sibley noted that April is National Minority Health Month. She also noted that May is national Older Americans Month and that the Communications and Awareness Workgroup should consider putting something together to celebrate and promote this designation. Commissioner Knueppel noted that May is the WAAN Advocacy Day event in Madison.

**c. Review of COA Committee off-site meeting schedule for 2019**

This item was discussed by the Committee earlier in the meeting.

**d. Review of potential Commissioner process**

**i. Standardized informational form for potential Commissioners**

Chair Wyatt Sibley said this form needs to be created before the March COA meeting so she can refer Commissioners to it during her March meeting report.

Discussion also ensued about how to ensure that the Commission's Advocacy Committee, as well as the Commission itself, has members in as many state and county legislative districts as possible.

**ii. Resume/Biography**

The Committee agreed to use the AAA generic e-mail address as a central clearinghouse for all resumes and bios collected during the Commissioner recruitment process. This e-mail address will be added to the recruitment "one-pager" developed by Mr. Janowski.

**iii. One-pager (COA summary document)**

Mr. Janowski distributed the one-pager he drafted for Commissioners to use for their recruitment efforts. The Committee suggested a couple of edits to the document which Mr. Janowski said he would make this week.

**III. Adjournment:** Meeting adjourned at 1:00 PM.

The next Executive Committee meeting will be April 1, 2019, at Clinton Rose Senior Center (3045 N. Martin Luther King Drive, Milwaukee).

Respectfully submitted,



Jon Janowski  
Director of Administration