



MILWAUKEE COUNTY  
**Department on Aging**

**Milwaukee County Commission on Aging  
Executive Committee Meeting  
April 29, 2019**

The Executive Committee held its monthly meeting on Monday, April 29, 2019, at the Coggs Center, 1220 W. Vliet St., Milwaukee 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

**Other Commissioners Present:**

Debra Jupka  
John Griffith

**Staff Present:**

Jon Janowski, Director of Administration  
Holly Davis, Executive Director

**Attendees from the Public**

None

## MINUTES

### I. Meeting called to order at 12:01 PM.

### II. Review and approval of the April 1, 2019 Executive Committee meeting minutes.

The meeting minutes were reviewed and approved by Chair Wyatt Sibley and Commissioner Knueppel.

### III. Discussion and Action Items:

#### A. Discussion Items:

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

The group discussed the previous Commission on Aging (COA) meeting and reviewed work that will be done by the Office of Corporation Counsel office before the May COA meeting. Mr. Janowski suggested that it might be helpful to have key Article V bylaw questions drafted and submitted to Commissioners in advance of the meeting. Discussion ensued and the Committee agreed with Mr. Janowski's suggestion. The Committee also agreed that Article V would be the only Article taken up at the May COA meeting.

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

The Committee reviewed Mr. Janowski's updated "potential Commissioners" list and provided some updates.

The Committee agreed that Mr. Izard and Ms. Sharp should be prioritized for interviews with the County Executive. The group also asked that Mr. Griffith provide resume information for Alyna Joli and that she could also be moved up the interview list. Committee members Jupka and Wyatt Sibley provided several updates on individuals they were still following up with or who were no longer interested in serving on the COA. Committee members agreed that with Commissioner Carroll-Weathersby transitioning off the Commission at the end of May 2019 that it would be ideal to have Mr. Izard interviewed as soon as possible. Mr. Janowski said he would communicate the Committee's direction to the County Executive's office.

The Committee also agreed that it would be ideal to have a "succession planning" item on an upcoming COA meeting agenda.

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

The Committee reviewed the existing calendar. The Committee asked that MCDA staff reach out to Chairman Lipscomb and invite him to the May 24<sup>th</sup> COA meeting. The Committee also discussed the June presentation and agreed to invite the Commissioner of the City of Milwaukee Department of City Development. The Committee made no other changes to the reflection and presentation calendar.

##### d. Update on COA field trips

The Committee reviewed the field trip plans as coordinated by Commissioner Jupka. Commissioner Jupka noted that planning for the June field trip scheduled at Lapham Park was going well.

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**e. Communication and Awareness Workgroup – Next projects?**

Mr. Janowski said that his staff asked for the Committee's input on potential future projects for this workgroup. The Committee thought that the Workgroup should consider becoming more involved in 2019-2021 Area Plan projects and events.

**B. Action Items:**

**a. Setting the May 24<sup>th</sup>, 2019 Commission on Aging meeting agenda**

The Committee discussed the "usual" agenda items and also discussed the invitation of Chairman Lipscomb and the addition of a "Real ID" presentation.

**b. Update on upcoming events**

The Committee noted that WAAN Advocacy Day is coming up on May 14<sup>th</sup>.

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

The Committee did not take any action on this issue.

**d. Review of potential Commissioner process**

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

No action was taken on this item.

**ii. Resume/Biography**

Mr. Griffith said he would work on getting Ms. Joli's resume and Ms. Vanhueval's resume to Mr. Janowski.

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

Commissioners Wyatt Sibley and Jupka noted that the one-pager is being used for recruiting potential new Commissioners.

Chairwoman Wyatt Sibley mentioned that she was concerned about Commission members who are involved in programs or organizations that are receiving funding from MCDA. Vice-Chair Knueppel asked MCDA staff to check with the Office of Corporation Counsel to get an opinion on this situation and how it might fit into the county Ethics Code. Mr. Janowski agreed that he would follow-up with Corporation Counsel staff.

**IV. Adjournment:** Meeting adjourned at 1:05 PM.

The next Executive Committee meeting will be June 3, 2019, at the Coggs Center (1220 W. Vliet St., Room 104).

Respectfully submitted,



Jon Janowski  
Director of Administration