



Milwaukee County Commission on Aging Executive Committee Meeting April 17, 2020

A quorum of Executive Committee members convened virtually on Friday, April 17, 2020. Members and attendees joined the virtual meeting, which was hosted on Microsoft Teams by connecting via the videoconference or conference call option (computer or telephone).

Chairman Richmond Izard fulfilled the roll call by acknowledging that each member audibly confirmed his or her presence when initially connecting to the call. All members were present.

Members Present:

Richmond Izard, Chair
Sharon Abston-Coleman, Ph.D., Vice Chair
John Griffith, Secretary
Rev. George Pumphrey, Legislative Officer
Barbara Wyatt Sibley

MCDA Staff Present:

Jon Janowski
Dan Idzikowski
Vonda Nyang

Attendees from the Public

None

MINUTES

- I. Chairman Izard called the meeting to order at 11:30 a.m. and reviewed the virtual/audio meeting protocols with the committee. He asked the committee members to announce their name before speaking or advancing a motion. Attendees should mute their computers or phones when they are not speaking. Lastly, there were no objections to suspending the rules to allow attendees to engage each other without addressing the Chair directly (albeit the Chair would retain such authority to interject, overrule and control the order of the meeting).
- II. **Review and approval of the March 2, 2020, Executive Committee meeting minutes**
The committee approved the March minutes with one noted correction: The date of the next Executive Committee meeting appearing at the bottom on page 2 should read April 3, 2020.

MOTION: To approve the March 2, 2020 Executive Committee meeting minutes as amended.

ACTION: Motion carried unanimously (Griffith Moved, Abston-Coleman Second.)

III. Discussion and Action Items:

A. Discussion Items:

a) Feedback on MCDA service response to COVID-19 Crisis

Commissioner Abston-Coleman recommended that the Commission draft a letter advocating for effective administering of absentee ballots for the Fall 2020 election considering how the COVID-19 pandemic affected turn out for the spring election. After discussion, the committee agreed the topic is under the jurisdiction of the Advocacy

Committee. Commissioner Pumphrey agreed to take action to ensure the Advocacy Committee adds this action item on their next meeting agenda.

Jon Janowski advised the committee of MCDA's ongoing responses to the COVID-19 pandemic, noting that several MCDA staff have personally delivered meals, set-up drive-thru meals at four senior center sites and made over 7,000 wellness calls to seniors. Mr. Janowski further provided specific examples of feedback received from seniors and vendors.

In order to keep commissioners informed and empower them to handle potential questions, Chairman Izard asked the department to provide a high-level one-page document outlining MCDA's COVID-19 response and constituent's feedback concerning service delivery and any other relevant comments received. In acknowledgement of the department's stellar efforts, the committee agree to recognize participating vendors and all MCDA staff individually via a letter of recommendation for their commitment during the current crisis.

The committee discussed having literature on social isolation distributed electronically to the entire COA email lists. Mr. Janowski advised that the COVID-19 Crisis link on Milwaukee County's home page would be the first place to check for any existing information concerning social isolation. Discussions also included a formal request for information concerning new allocations for Food Share. Mr. Janowski agreed to have Dan Idzikowski send such an update to the Commission.

b) Update on Commission on Aging succession planning

Mr. Janowski presented the "Potential Commissioner" list, advising the committee of where each prospect is in the process of being vetted by the County Executive, Health & Human Needs Committee and County Board of Supervisors. All appoints are currently on hold until David Crowley takes office and finishes dealing with urgent business.

While County Executive Abele successfully appointed Walt Waco, there wasn't enough time to vet the appointment prior to the election. Consequently, it is possible that County Executive Crowley may have to confirm the pending appointment. (The decision is up in the air depending on feedback from the Health & Human Needs Chair.) Similarly, the County Executive's office received Elliot Moeser's résumé for consideration without enough time to schedule an interview. Therefore, Moeser will have to be resubmitted to the new County Executive for vetting. County Executive Crowley will not be officially sworn into office until May 6, 2020.

c) Onboarding of COA standing committee Chairs

As initially introduced during the February Executive Board meeting, Chairman Izard reiterated the need for the commission to implement an onboarding process for all Commissioners serving as chairs and vice-chairs of COA committees and councils. Chairman Izard would like the department, perhaps with the input of Joe Czarnecki, to recommend high-level training topics to steer successful onboarding, e.g. Roberts Rules of Order, Parliamentary Procedures, how to run a meeting effectively, important department resources, etc. The onboarding orientation should be short and simple (about 45-minutes). Chairman Izard will contact former Commissioner Debra Jupka as

she was previously in charge of the onboarding binders. Mr. Janowski will assist with identifying essential documents for the onboarding orientation.

d) Commission on Aging and standing committee meetings, virtual options

The Executive Committee discussed standards for publicizing, hosting and accessing virtual meetings. Agendas should display the conference call number in lieu of the physical address and be uploaded to the CLIC calendar. Additionally, protocols need to be defined for administering virtual meeting protocols in light of best practices for calling the roll, muting, announcing oneself before speaking, and being cognizant of the need to pause deliberately and frequently to allow other committee members to ask questions and engage in discussions. Mr. Janowski tasked the department's Executive Assistant with creating the virtual meeting protocols and guidelines to be included in the COA cover memo. Whereas the Chair would like the public to be able to speak on particular agenda items, he may periodically ask the public if they have any questions regarding the agenda items as befitting and as time allows.

e) Commission on Aging scheduled for the remainder for 2020

The Executive Committee decided to keep the current COA meeting schedule; meeting locations would simply change to virtual meetings. The next COA meeting is scheduled for Friday, April 24th at 9 a.m.

The Chair asked the department to modify all daily COVID-19 updates to include a footer link at the bottom of the page that advises constituents that Commission will be conducting meeting virtually at this time and provides the CLIC web address. Mr. Janowski stated he would take care of this request.

B. Action Items:

a) Setting the April 27, 2020, Commission on Aging meeting agenda

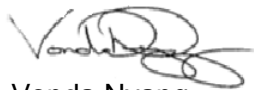
Additional topics that will be added to the regular agenda items:

- Send a letter of recommendation to the County Executive for his years of service.
- Send a letter of recommendation to each MCDA staff and vendor for their work on the COVID-19 Crisis.
- The Commission wants to follow how the County Board constructs their meeting minutes and the submission of their reports for meetings. Therefore, Chairman Izard is requesting to have the Commission's presenters provide a few highlights on what they are going to report on at the meeting in advance, along with a one-page report. The report would be part of the handouts with the meeting minutes. Receiving a report from the presenters will keep COA minutes short and the redundancy of repeating the same information twice both in the minutes and in reports.

IV. Adjournment: A motion was made by Commissioner Abston-Coleman and seconded by Commissioner Griffith to adjourn the meeting.

The next Executive Committee meeting is scheduled for May 4, 2020 at 10:45 a.m. live streamed (virtual and audio) in Microsoft teams and on a teleconference phone.

Respectfully submitted,

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

Vonda Nyang
Executive Assistant