



Milwaukee County Commission on Aging Executive Committee Meeting May 4, 2020

A quorum of Executive Committee members convened virtually on Monday, May 4, 2020. Members and attendees joined the virtual meeting, which was hosted on Microsoft Teams with videoconference and conference call options (computer or telephone).

Vice-Chair John Griffith verbally took roll call and Commissioners confirmed they were present by stating present.

Members Present:

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

MCDA Staff Present:

Jon Janowski, *Director of Administration*
Vonda Nyang, *Executive Assistant*

Members Excused

Barbara Wyatt Sibley

Attendees from the Public

None

MINUTES

- I. Chairman Izard called the meeting to order at 10:30 a.m. He asked the Executive Committee members to announce their name before speaking or advancing a motion.
- II. **Review and approval of April 17, 2020, Executive Committee meeting minutes**
The Committee approved the April minutes with two noted corrections: The date in which the new County Executive takes the oath should be May 4th, not May 6th. Also, within Section 3. Discussion and Action Items, Item B. Action Items, the first and second bullets should read "Letters of commendation" and not "recommendation".

MOTION: To approve April 17, 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) Brief Update on Commission on Aging Appointments

Jon Janowski provided an update on the appointment of Walt Wachos. Mr. Janowski discussed Mr. Wachos's appointment with both the County Executive's Office and the Chairman of the Health & Human Needs (HHN) Committee. The Wachos appointment is still pending HHN and County Board approval. Regarding Dr. Elliot Moeser,

commission appointment is on hold until such time that the County Executive schedules his interview.

Chairman Izard reported that he is moving forward with interviewing Mr. Cole Knueppel, who was referred by the Vice-Chair of the Commission.

b) Update on MCDA Staff and Vendor Commendations

Jon Janowski will draft the letters of commendation for the MCDA staff and vendors, and Vonda Nyang will assist with providing an Excel spreadsheet that contains staff and vendor information needed to draft and distribute the letters. The Executive Committee decided to give both an electronic and hard copy of the letters to staff and only a printed letter to vendors.

c) On Committee Chair and Vice-Chair Onboarding

Chairman Izard and former Commissioner Debra Jupka met to discuss Commission guidelines for onboarding and attendance of Commissioners whereas she was instrumental with the creation of the COA onboarding binders. Jupka's feedback included a recommendation to create processes and procedures to provide and cover consistency, guidelines, responsibilities, attendance, and effective communication. Mr. Janowski stated he would draft a one-pager of topics to cover for onboarding. He also agreed to contact the County Clerk's Office and County Board to inquire about essential documents they utilize for training Board members, which the COA may model for Commission onboarding.

An item added on a topic for discussion was how the Commission could take public attendance for the COA meetings when they are attending the meetings via a conference phone line. Commissioner Griffith moved to adopt a process to accommodate attendance for virtual meetings, and to include an electronic method to track attendance for the general public.

MOTION: To adopt a process to accommodate attendance for virtual meetings.

ACTION: Motion carried unanimously (Griffith Moved, Pumphrey Second.)

Attendance for virtual meetings was open for discussion. The Executive Committee discussed possible ideas on how to obtain the public's attendance for those who phone into the virtual meetings. Given the available tools, it is impractical to implement tracking for public attendance at virtual meetings. However, some Committee members said it is essential to track public attendance at the live, in-person meetings. The motion made from the discussion was to change the attendance process by including a tracking mechanism to track public attendance at virtual meetings.

MOTION: To change the attendance process to include a tracking mechanism for tracking public attendance at virtual meetings.

ACTION: 2-Abstentions and 2-No's, Motion does not pass.

Discussion included a need to provide sensitivity training for staff who interact with the disabled community who have mobility issues, are hearing impaired, or are visually impaired. Committee members agreed there is a need to have a higher sensitivity for disabled seniors and their needs.

- d) **Commission on Aging April 24, 2020, Virtual Meeting: Debriefing and Assessment:** The Chair discussed technical difficulties experienced during the April COA virtual meeting, reiterating recommendations made that he thought could have helped alleviate technical issues experienced during the virtual test meeting. Vonda Nyang provided feedback to the Executive Committee on why the Chair's recommendations would not have worked (because the translators did not have a separate phone line to call into the conference). Ms. Nyang further described a new virtual meeting platform that MCDA is trying out with another committee. If it works well, the Commission will utilize it for its next COA meeting. Chairman Izard reminded the committee of his agreement to accommodate Commissioner Byington's request to utilize Zoom.

B. Action Items:

- a) **COA Letterhead Modifications to include Legislative Officer**
The Chair recommended including the Legislative Officer on the formal COA letterhead. Feedback included a suggestion to add the former Chair, Barbara Wyatt Sibley, to the COA letterhead because is serving as a member of the Executive Committee. The committee decided to include Mrs. Wyatt Sibley in the Executive Committee meeting minutes as a member instead of adding her to the official letterhead.
- b) **Proposed policy for drafting and publishing minutes**
Chairman Izard discussed the need to create policies and procedures for facilitating timely drafted minutes and timely publishing of meeting minutes for all committees and councils. He also asked to have the meeting minutes posted on CLIC for attendees and Commissioners to reference when needed. The Chair explored options with the Executive Committee to shorten the length of the COA meeting minutes by asking presenters to provide speaker points in a one paragraph bullet format, and to include a one-page report. The committee also discussed ways in which the COA Secretary could become more involved in the COA meeting process. The Secretary advised that he could assist with taking Commissioner attendance, as well as coordinating speaker slips and COA presenters. A motion was accepted to table this discussion to a later date.

MOTION: To table Action Item B to a later date.

ACTION: Motion carried unanimously (Abston-Coleman Motioned, Pumphrey Second.)

- c) **Setting the May 22, 2020, COA meeting agenda**
The Chair requested to move all reports toward the beginning of the COA agendas following the approval of the COA meeting minutes. The entire Executive Committee accepted the agenda as modified. The Executive Committee agreed it should revisit the Select Committee for Senior Centers.

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 June 1, 2020 at 10:30 a.m. live streamed (virtual and audio) on Microsoft Teams and on a teleconference phone.

Respectfully submitted,

Vonda Nyang
Executive Assistant