



MILWAUKEE COUNTY
Department on Aging

**Milwaukee County Commission on Aging
Meeting Minutes
November 8, 2019**

Commissioners Present

Chair Barbara Wyatt Sibley
Jason Haas, *Milwaukee County Supervisor*
Sharon Abston-Coleman, PhD.
Ronald Byington
John K. Griffith
Richmond Izard
Debra Jupka
Bettie A. Rodgers, J.D.
César Pabón
Sharon Sharp
Charles Vang

Commissioners Excused

Secretary Maria Castrejon-Pérez
Vice Chair Fred Knueppel
Pastor Johnny C. White, Jr.

Milwaukee County Staff Present

Jon Janowski, *Director of Administration*
Andrew Bethke
Dan Idzikowski
Jill Knight
Vonda Nyang

Guests Present

Schinika Fitch, *County Executive's Office*
Laura Langer, *State of WI, DHS*
Kristine Carter, *LGBT Milwaukee*
James Kimble
Tom Gossett, *Goodwill*
Judith Troestler
Gary Mikolajczyk
Cathy Wood, *SOA*
Pam Matthew
Hector Hernandez, *UCC*

- I. **CALL TO ORDER & ROLL CALL:** Chair Barbara Wyatt Sibley welcomed the meeting attendees. The meeting was called to order at 9 a.m. at the Marcia Cogs Human Services Building, Conference Room 104, 1220 W. Vliet St., Milwaukee, WI 53205.
- II. **APPROVAL OF THE OCTOBER 25, 2019, COMMISSION ON AGING MEETING MINUTES**
MOTION: To approve the October 25, 2019, Commission on Aging meeting minutes
ACTION: Motion prevailed by unanimous consent (Jupka **Moved**, Griffith **Second**.)
- III. **CONSENT AGENDA COMMITTEE OR COUNCIL REPORTS**
 - A. The Advocacy Committee meeting minutes for October 10, 2019, were mailed and distributed for a comprehensive explanation of topic discussions.
MOTION: To approve the Consent Agenda for the October 10, 2019, Advocacy Committee meeting minutes.
ACTION: Motion prevailed by unanimous consent (Jupka **Moved**, Izard **Second**.)
- IV. **REFLECTION BY COMMISSIONER BARBARA WYATT SIBLEY:** Commissioner Barbara Wyatt Sibley gave a reflection on her views as a Commissioner and Chair, a leader, and what it means to serve in a leadership role and its responsibilities. Commissioner Wyatt Sibley stated that being a leader is also being a servant. She ended her reflection by reading MCDA's mission statement "Committed to the Independence and Dignity of Older Adults Through Advocacy, Leadership, and Service."

V. ACTION ITEM: COMMISSION ON AGING 2020 CONTRACT RECOMMENDATIONS

- A. **Request for proposals:** Jon Janowski, Director of Administration, reviewed the November 6, 2019 memorandum regarding Milwaukee County's Department on Aging's 2020 Contract recommendations. The Commission was asked to review and make formal recommendations on three RFP contracts: United Community Center (UCC) to provide social, recreational and congregate meal programming; United Community Center (UCC) to provide transportation services for Latino older adults; and the LGBT Community Center to provide outreach and services to Lesbian, Gay, Bisexual, and Transgender Older Adults.
- B. **Administrative Extensions:** Mr. Janowski stated that Greater Galilee wasn't on the 2020 recommended contract list due to a few contract discrepancies which placed their contract award on hold until further notice. MCDA is hoping to move forward with awarding Greater Galilee with a contract in 2020 so they can continue to provide social programming and meal services for the 53206-zip code.

MCDA is also recommending a six-month contract from January 2020 through June 2020 to fund ERAS because ERAS has expressed a potential challenge with securing private funding sources. ERAS will likely need to resolve this issue by June 2020 for MCDA to continue their contract with them. ERAS is hoping to know by next April if they will have enough private funding to support the Neighborhood Outreach Program services.

A discussion ensued regarding contract awards slated for Greater Galilee and ERAS. If MCDA does not award contracts to Greater Galilee and ERAS, remaining dollars will fund other essential vendor services.

Motion: To accept the Department's award recommendations for the following organizations: United Community Center (UCC) to provide social, recreational, and nutrition programming; United Community Center (UCC) to provide transportation services for Latino older adults; and the LGBT Community Center to provide outreach and services to Lesbian, Gay, Bisexual, and Transgender Older Adults.

Action: Motion prevailed by unanimous consent (Izard moved, Jupka Second.)

VI. EXECUTIVE DIRECTOR'S REPORT: JON JANOWSKI, DIRECTOR OF ADMINISTRATION

Jon Janowski provided an overview of the Department's next steps following Executive Director Holly Davis's departure from MCDA and highlighted significant forthcoming department initiatives. MCDA will continue to fill the remaining staff vacancies in the Administrative Office and in the Aging Resource Center. Milwaukee County is undergoing strategic planning which involves participation by all departments. In 2020 the strategic plan will be completed and then rolled-out County-wide. MCDA is finalizing both their 2020 contracts and their NAPIS report, which must be finalized and submitted to the state before the new year. At the January 2020 COA meeting, the Advisory Council will present and make recommendations concerning their newly published report, Future of Milwaukee County Senior Centers. The Service Delivery Committee will not have its quarterly meeting in December 2019. Instead, vendors will submit fourth-quarter reports electronically.

The City of Milwaukee's Continuum of Care has asked MCDA if two of their senior centers (Clinton Rose and Wilson Park) could open as warming centers for the homeless. For a project of this magnitude, there must be a lot of planning to work out the logistics and make this work

Mr. Janowski is working with the Commission and the County Executive's Office to find new Commissioners to serve on the Commission next year.

VII. CHAIRPERSON'S REPORT: CHAIR BARBARA WYATT SIBLEY

Commissioners were instructed to follow-up with their potential Commission candidates they submitted to the Chair for consideration to become a Commissioner. The Chair is also following up with those same individuals to see if they can fulfill the expected commitment in being a Commissioner as the Commission is finalizing their succession plan. Commissioners will elect officers during the January 2020 meeting, and the newly elected COA Chair will make committee assignments after he or she takes office. The Chair discussed meeting attendance expectations for Commissioners, Committees, and Councils, which will be effective as of January 2020. If a Commissioner is unable to attend a meeting, they are to contact MCDA's Executive Assistant by the Wednesday before the COA meeting. The Chair needs to know if there will be a quorum for the meetings to conduct Commission business. The attendance expectations for Committee members are the same, except they are to contact their meeting Coordinator. The Commission and its Committees will continue to have two meetings off-site so seniors can see how the Commission and its committees' function to pique interest in the community to obtain new members.

Move Forward Milwaukee is advocating for a referendum to authorize a one percent sales tax option that will give Milwaukee County the flexibility to lower property taxes, prevent budget cuts and make new investments in areas like County Parks, road repairs, infrastructure projects, public transit, and other vital services (flyers distributed at the meeting). The County needs and is asking for Commission and community support.

The Commission discovered that the City of Milwaukee has a 2020 Census Complete Count Committee entitled "Greater Milwaukee 2020 Census Complete Count Committee" that doesn't have senior representation. Instead of forming a separate committee, the COA has decided to refer its Commissioners and seniors for engagement with the Greater Milwaukee Count Committee. If you are interested in becoming a member, please contact Diane Lopez, Program Coordinator at Ph: 286-8702 or Email: dilope@milwaukee.gov

VIII. STATE UPDATES AND REPORT: Laura Langer from the State Office on Aging provided a few updates on Senior Community Services Employment Program (SCSEP) efforts, as well as a few department statewide initiatives.

- SCSEP is sending out host site and participant surveys to gather feedback from its participants on the program's effectiveness. Currently, SCSEP has an office in Brookfield but will be moving that office into Milwaukee County sometime next year.
- The State Office on Aging is working with the Senior Development Corporation in reviewing applications for the Foster Grandparent program, as well as the Retired and Senior Volunteer program.
- Sarah Koeing, Administrator for the state nutrition program, is providing regional training with nutrition staff and volunteers regarding inclusivity, unconscious bias, food safety, and ethics and boundaries. Ms. Koeing is working with Wisconsin Department of Agriculture, Trade and Consumer Protection to begin discussions concerning licensing of nutrition sites/meal sites to ensure safe administration of senior meals.

- Open enrollment for Medicare and the prescription drug coverage Medicare part D is underway; the benefits specialist is busy assisting seniors with signing up and or re-enrollment in the programs.
- The next State Aging Advisory Council meeting will be held Thursday, November 14, 2019, at the Comfort Inn & Suites Madison North, 5025 Co Hwy V, Deforest, WI 53532. Bob Power, Past President, Wisconsin Association of Senior Centers, will be presenting the State of the State Senior Centers.

IX. COUNTY SUPERVISOR REPORT: JASON HAAS, COUNTY SUPERVISOR:

- Supervisor Haas provided updates on the 2020 County Executive's proposed budget where there were a few amended tax levy reduction changes to the budget. Next week Tuesday is the Annual Budget Adoption meeting.
- The County Parks Department is looking for funding sources to provide maintenance (e.g. clean-up of leaves) for its parks and gardens. The Parks Department currently doesn't have funding to hire County workers nor to contract with an organization to provide these services. Southshore Park utilizes volunteers to clean its park.
- The County Board must have two-thirds vote to request a State Carryover tax levy on the 2020 Budget.
- The potential transit amendments discussed at a previous COA meeting needs further examination by the Transportation Department. Therefore, those amendments will not appear in the 2020 budget.

X. COUNTY EXECUTIVE OFFICE REPORT: SCHINIKA FITCH, DIRECTOR OF COMMUNITY RELATIONS:

Schinika Fitch explained how Move Forward Milwaukee started and the need for senior involvement to support this initiative. Move Forward Milwaukee flyers were distributed at the meeting. Contact Schinika if you have any questions about Move Forward Milwaukee. Sponsors for the Senate Bill should forward that information to the Commission so the Commission can contact those representatives. The public should ask their representatives to sponsor the bill.

XI. COMMISSION ON AGING ANNOUNCEMENTS REGARDING UPCOMING EVENTS, ACTIVITIES, AND OPPORTUNITIES FOR SENIORS

Department and public comment regarding upcoming events, activities, and opportunities for older adults:

- On behalf of the Commission on Aging, Commissioner Jupka thanked Chair Barbara Wyatt Sibley for her years of service as the Chair of the Commission and presented her with flowers.
- On behalf of the Commission, Director of Administration Jon Janowski presented a distinguished service award to Barbara Wyatt Sibley for her exemplary leadership as Chair of the Commission. Schinika Fitch presented Ms. Wyatt Sibley with a proclamation from the County Executive's Office.

- Chair Wyatt Sibley thanked Holly Davis in her absence for her service to the Commission and MCDA. Mrs. Wyatt Sibley wished Ms. Davis well in her new assignment. The Commission presented Ms. Davis with a letter of commendation for her three years of service.
- Also, the Chair reviewed the meeting packet contents regarding announcements with the meeting attendees.

The Advocacy Committee asked the Commission to send a commendation to Tom Frazier, who had been the Executive Director for 23 years at the Coalition for Wisconsin Aging Groups, has been a long-time member of MCDA's Advocacy Committee, and has been a long-time aging leader in Wisconsin.

Motion: To send a commendation to Tom Frazier from the Commission on Aging

Action: Motion prevailed by unanimous consent Jupka **Moved**, Abston-Coleman **Second.**)

Commissioner Griffith asked the Commission to recognize Sam Orlich, former Milwaukee County Supervisor and State Legislator by sending him a letter of commendation for his instrumental work in developing the Public Gardens (Green Corridor) located off of Howard Ave and 6th Street, and his work with the Department on Aging when he was a County Supervisor. The Commission stated it would have to go through the Advocacy Committee first and then to the Commission. The motion was withdrawn.

XII. ACTION ITEM: COMMISSION ON AGING BYLAWS OF THE COMMISSION ON AGING - DISCUSSION AND REVIEW – ARTICLE V

- **Bylaws Article VII, Section 2: Jurisdiction**

Motion: No additions or changes to this article; Commission voted to leave the article as-is.

Action: Motion prevailed by unanimous consent (Jupka Moved, Griffith Second.)

- **Bylaws Article VII, Section 3: Composition, Subsection A & B**

Motion: No additions or changes to this article; Commission voted to leave the article as-is.

Action: Motion prevailed by unanimous consent (Jupka **Moved**, Abston-Coleman **Second.**)

- **Bylaws Article VII, Section 4: Officers of the Council**

The officers of the Council shall consist of a Chairperson and Co-chairperson; the Bylaws Workgroup recommended adding Co-Chair to this phrase. The Commission decided to add Vice-Chair instead of Co-Chair.

Motion: The Commission voted to accept the Bylaws Workgroup recommendation by adding Co-Chairpersons as an officer to Councils. The Commission decided to change "Co-Chair" to "Vice-Chair."

Action: Motion prevailed by unanimous consent (Abston-Coleman **Moved**, Jupka **Second.**)

- **Bylaws Article VII, Section 5: Duties and Responsibilities**

Motion: No additions or changes to this article; Commission voted to leave the article as-is.

Action: Motion prevailed by unanimous consent (Abston-Coleman **Moved**, Griffith **Second.**)

- **Bylaws Article VII, Section 6: Terms of Office, Subsection A & B (1.47)**

Subsection A. *All Council appointments shall be for a one-year term;* the commission voted to add the words “member” and “be” to the phrase to now read as, “All Council member appointments shall be for a one-year term.”

Subsection B. *Advisory Council members shall retain their membership until a new member shall be appointed.* Commission voted to change the phrase from “Advisory Council members shall retain their membership until a new member shall be appointed” to “Advisory Council members shall retain their membership until a new member is appointed.”

Motion: The Commission voted to accept the proposed changes for Subsections A & B, in the Bylaws Article VII Section 6.

Action: Motion prevailed by unanimous consent (Griffith **Moved**, Abston-Coleman **Second**.)

- **Bylaws Article VII, Section 1: Authority**

The Commission decided to keep the following language up to the word “Council” and then to strike all other languages following “Council.” *In accordance with the Older Americans Act of 1965, as amended, Milwaukee County Commission on Aging shall establish an Advisory Council (hereinafter referred to as the “Council”, consisting of representatives of the elderly population, family caregivers of the older individuals who are eligible to participate in programs, representatives of the business community, and the general public).*

Motion: The Commission voted to accept the changes to Authority.

Action: Motion prevailed by unanimous consent (Izard **Moved**, Abston-Coleman **Second**.)

- **Bylaws Article VII, Section 3: Composition, Subsection A & B.**

The Commission decided to keep the following language up to the word “of” (In conformance with the federal regulations, the Council shall consist of program participants and the general public), and strike all other language thereafter, then add a semicolon and numbers one through seven from 45 CFR 1321.5, as well as append “Family Caregivers of Older Individuals” as item number eight.

Motion: To keep the following language, “The Council shall consist of,” and add a semicolon after of and the numbers one through seven from law 45 CFR 1321.5, and “Family Caregivers of Older Individuals” which would be number eight.

Action: Motion prevailed by unanimous consent (Izard **Moved**, Griffith **Second**.)

- **Bylaws Article VII, Section 7: Appointments**

All Council members shall be appointed by the Chairperson of the Commission and shall be confirmed by the full Commission.

Motion: No additions or changes to this article; Commission voted to leave the article as-is.

Action: Motion prevailed by unanimous consent (Abston-Coleman **Moved**, Vang **Second**.)

- **Bylaws Article VIII, Section 1: Organizational Year, Bylaws Article VIII, Section 2: Open Meetings, Bylaws Article VIII, Section 3: Amended Procedure, Bylaws Article VIII, Section 4: Authority, Bylaws Article VIII, Section 5: Definition of Business Days**

The Commission voted to keep Bylaws Article VIII, sections 1, 2, 4, and 5 “as is” without changes, and to accept the recommendation from Corporation Counsel to add the Wisconsin

Statutes 19.81-19.89 to section 2, which will now read “All meetings of the Commission and its committees shall be publicly held and open to all citizens at all times as required by Wisconsin Statutes §§19.81-19.89.”

Motion: The Commission voted to keep the exact wording in Bylaws Article VIII, Sections 1, 2, 4, and 5 without any changes. The Commission accepted Corporation Counsel’s recommendation to add Wisconsin Statutes 19.81-19.89 to Section 2 in the Bylaws Article VIII.

Action: Motion prevailed by unanimous consent (Vang **Moved**, Abston-Coleman **Second**.)

XIII. Adjournment: Meeting adjourned at 11:15 a.m.

The next Commission on Aging meeting will be held at 9 a.m. on Friday, January 24, 2020, at Marcia Coggs Human Services Center, Conference Room 104, 1220 W. Vliet St., Milwaukee, WI 53205.

Respectfully submitted,

Vonda Nyang
Executive Assistant