



MILWAUKEE COUNTY  
Department on Aging

**Milwaukee County Commission on Aging  
Executive Committee Meeting  
September 14, 2020**

A quorum of Executive Committee members convened virtually on Monday, September 14, 2020. Members and attendees joined the virtual meeting, which was hosted on Microsoft Teams via the videoconferencing and conference call options (computer or telephone).

**Members Present:**

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

**Members Excused**

John Griffith, *Secretary*

**MCDA Staff Present**

Jon Janowski, *Interim Executive Director*  
Schinika Fitch, *Director of Community Relations, County Executive Office*  
Pam Matthews, *DAS-PSB*  
Vonda Nyang, *Executive Assistant*

**Commissioners**

Shirley Sharp

**MINUTES**

- I. **Call to Order:** Vice Chair Sharon Abston-Coleman called the meeting to order at 11:47 a.m. with roll call. (Attendance noted above.)

Chairman Izard joined the meeting later in progress due to an overlapping meeting with the County Executive and Chief of Staff. Upon arrival, Izard asked Vice Chair Abston-Coleman to continue chairing the active Executive Committee meeting to sustain continuity.

- II. **Review and approval of the August 17, 2020, Executive Committee meeting minutes**

MOTION: To approve the August 17, 2020, Executive Committee meeting minutes.

ACTION: Motion prevailed by unanimous consent (Pumphrey Moved, Abston-Coleman Second.)

- III. **Discussion and Action Items:**

**A. Discussion and Possible Action Items:**

1. **Update on Commission on Aging vacancies**

Currently, there are four Commission vacancies. The County Board of Supervisors is reviewing Commissioner Byington's reappointment this month for approval. The Committee agreed that Commission candidates Pat Dunn and Cole

Knueppel should remain on hold until the Commission recruits Hispanic/Latino and Asian-American candidates to fill two of the vacancies.

## 2. Governance and Authority

### a. Legislative Officer's August 28, 2020 COA Report

Legislative Officer Pumphrey researched Wisconsin Statutes 46.81 and 46.82, Milwaukee County Ordinance 53.09, and the Older American's Act of 1965 as amended. Due to technical difficulties, Commissioner Pumphrey was not able to present his full report to the Executive Committee; however, he was able to provide an overview of his findings on Commission authority prescribed in Milwaukee County Ordinance 53.09. In addition to and in tandem with authority prescribed by state law, county ordinance provides that the Commission:

- Is responsible for developing and implementing an Area Plan
- Has a primary Service Delivery responsibility
- Functions as a coordinating, planning and research agency with the County Board for the need of older adults
- Has the power to receive and disburse funds from private and public sources
- Reviews data projections to assist in planning, indicate the need for legislation, and make the information and research available to board
- Is the voice of the community
- Performs any other care services
- Has the authority to review all plans developed by other units
- Seeks funding from state and other resources

- b. The Legislative Officer's findings included:** Wis. Stat. 46.82(5) sets forth the requirement for the MCDA Aging unit to have a full-time Director. The Commission is to be in all communication from top to bottom. The Commission needs to be informed of its authority and perform duties as charged. The Commission needs to make some decisions and take action because governing authority continues to be overlooked. Commissioner Pumphrey asked the Executive Committee to approve sharing his report and other relevant documentation with the Commission for a full review at the next COA meeting.

**MOTION:** Allow the Legislative Officer to send out his report and other documents to the Commission for discussion and possible action at the September COA meeting.

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

- c. (Draft) Annotated COA – MCDA Governance Org Chart:** The Executive Committee reviewed and discussed the annotated organizational chart that

the Commission drafted consistent with the Legislative Officer's findings. The Executive Committee would like to have Corporation Counsel attend the next COA meeting to provide feedback on the annotated flow chart and the Commission's governing authority. Director Janowski explained to the Commission that Corporation Counsel has a copy of both the annotated COA Organizational chart and MCDA's Organizational Chart, which they are reviewing. Director Janowski will ask Corporation Counsel, on behalf of the Commission, to attend the next COA meeting. The Executive Committee stated they would like to have a written response from Corporation Counsel and a verbal report.

MOTION: To accept the Annotated COA Organizational Chart as the Executive Board's opinion of the organizational structure according to law.

ACTION: Motion passed with 3 votes in favor and 1 abstained (Pumphrey Moved, Abston-Coleman Second.)

- d. **Outstanding request for "DHHS No Wrong Door Whitepaper" prescribing MCDA's Reorganization:** Chairman Izard stated that the request for the "No Wrong Door White Paper" is still outstanding. The Executive Committee asked Executive Director Janowski if he had knowledge of the Commission's request for the No Wrong Door White Paper and if he knew the status of receiving a copy. Janowski replied that he did not know the status of the request but stated that he would contact the County Executive's Office to follow-up on the Commission's request. The Executive Committee instructed Director Janowski that MCDA shall take no further action to implement "No Wrong Door" until the Commission has had a chance to review the whitepaper. Director Fitch clarified that the previous Administration created the "No Wrong Door White Paper" and that the current County Executive is moving forward with his strategic plan. The No Wrong Door vision that the County is implementing is a concept that is a part of the County Executive's vision.

Chairman Izard advised that he just finished a virtual meeting with the County Executive and Chief of Staff. The County Executive's Office would like to present the county strategic plan and vision at the full COA meeting, on September 25, 2020.

### 3. **Budget Issues, Concerns and Recommendations**

#### a. **Commission's collaboration with and oversight of budget**

**development:** The Executive Committee discussed and agreed with consensus that the Commission should have had some oversight of and input with department budget development, including the decision to un-fund the Executive Director position. The Commission has a duty to inform

the County Executive and Board of Supervisors of statutory requirements relevant to making informed budgetary decisions.

Jon Janowski is currently serving a 90-Day interim appointment in which the County Executive can either reappoint him again temporarily for another 90-days, appoint him to fulfill the role of Executive Director permanently, or appoint someone else. The Commission has been advised that Jon Janowski has been carrying out the duties of the Executive Director's role, concurrently with his duties and responsibilities as Director of Administration role since November of 2019.

- b. Possible action in Response to MCDA's recommendation to un-fund the Executive Director position:** The Commission discussed concerns that Mr. Janowski might have fulfilled the Executive Director responsibilities between November 2019 and September 2020 without receiving compensation and appropriate job classification. If so, what are the personnel implications? Mr. Janowski is now temporarily reassigned to Interim Executive Director for the Department on Aging for only 90 days. The current set of facts leaves the Commission questioning what will happen with the Director of Administration position, as well as the Executive Director position in 2021.
- c. Possible action regarding how to proceed with Administrative Contract Renewals, given budget reduction and the COVID-19 impact on delivery of services:** Director Janowski reviewed next steps in the process for administrative contract renewals. The Service Delivery Committee will be reviewing service providers for three different RFP's in mid-to-late October, and they would like to administer renewals for some contracts. The Service Delivery Committee will provide recommendations to the full Commission by the end of October. Those recommendations will go to the full Commission at the November COA meeting. Recommendations provided by the Service Delivery Committee will be placed in Department reports sent to the County Board when that body reviews the said contracts. The Executive Committee Chair questioned if there will be sufficient time to review contracts and remedy concerns if funding issues like those surrounding the SOA contract arise.

Izard advised that entertaining administrative renewal concerns now would give the Commission, Service Delivery Committee, Department, and vendor(s) more time to reach an amenable solution. Director Janowski replied that most of MCDA's contracts are State and Federally funded; the Department's tax levy supports only one contract, i.e. SOA senior center programming. Janowski also informed the Executive Committee that the Department plans to add two additional contracts to their RFP's. The Chairman briefly summarized SOA's situation discussed at last month's

COA meeting and September 3rd follow-up meeting, noting the current 2021 proposed budget recommends a \$170,000 reduction (17%) in the SOA senior center program contract. The Executive Committee recommended this issue be addressed at the September COA meeting.

**B. Action Items:**

**a) Setting the September 25, 2020, Commission on aging meeting agenda**

The Executive Committee set the September COA agenda.

**Announcements:** No Announcements

**IV. Adjournment:** A motion was made and seconded to adjourn the meeting.

The next Executive Committee meeting is scheduled for October 5, 2020 at 11:45 a.m. live streamed (virtual and audio) in Microsoft Teams and via teleconference.

Respectfully Submitted,

Vonda Nyang  
Executive Assistant