



MINUTES
WEST ALLIS COMMISSION ON AGING MEETING
Monday, March 24, 2014 at 3:45pm
West Allis Senior Center
7001 W. National Ave., West Allis, WI 53214
414-302-8700

West Allis Commission on Aging Mission Statement

"The West Allis Commission on Aging shall provide leadership in creating and maintaining a comprehensive coordinated community-based support system that enhances the quality of life of older adults in the City of West Allis."

MEMBERS PRESENT: Patricia Wikenhauser, Acting Chairperson
Judith Schmidt
Margee Maydak
Deborah Tiegs
Linda Timm
John Zentgraf
Terry Kelly

STAFF PRESENT: Denise Koenig
Marilyn Matter
Jane Kolinski
Peggy Pipia

STAFF EXCUSED: Sally Nusslock

1. Public invited to speak. None present.
2. Review Agenda. The Agenda was reviewed.
3. Approval of the Minutes for February 24, 2014, minutes were reviewed and approved.
4. Correspondence and/or communications.
 - Interfaith Quarterly Newsletter
 - Information on Silver Alert Program
5. Discussion and Approval of Code of Conduct for West Allis Senior Center.

Denise Koenig forwarded a copy to the Attorney's office for their feedback. Any changes made there will be shared with the Commission members. Copies will then go to the City Administrator and the Mayor for their review. Our goal is to have it in place and ready for all new memberships and membership renewals in September.

6. Review and Discussion of West Allis Senior Center Policies and Procedures Manual.

Trish Wikenhauser reported that the sub-committee met and is in the process of reviewing the documents. Additional work is required and the group is scheduled to meet on April 16th at noon.

7. Review and Update Commission on Aging Ordinance Code 2.455.

Trish Wikenhauser reported that the revised document has been sent to the City Attorney's Office for review.

8. Discussion and Approval of 2014 meeting dates.

The Commission has requested not to hold meetings in the months of July and December. This request has been added to the revised draft copy of the Commission on Aging Policy and Procedures and is awaiting approval.

9. Discussion of Commission on Aging Mission Statement and West Allis Senior Center Mission Statement.

The Commission members suggested that the word 'comprehensive' should be deleted from the Commission on Aging's mission statement: *The West Allis Commission on Aging shall provide leadership in creating and maintaining a comprehensive coordinated community-based support system that enhances the quality of life of older adults in the City of West Allis.* Commission members also discussed the West Allis Senior Center current mission statement and would like to see something shorter. Denise Koenig said she would email/mail copies of the Senior Center's Mission Statement to the Commission for review and preparation for discussion at the next meeting.

10. Report on Community Projects

- a. Stockbox Program Update. Jane Kolinski reported that 103 participants are currently registered in the program. Seventy nine (79) boxes were distributed for the month of March. Twenty Five (25) recipients were randomly selected to receive an Easter Basket from Hunger Task Force.
- b. Network News Articles for the City Newsletter. Denise Koenig reported that the newsletter was collated at the Senior Center by volunteers and distributed. New volunteers are always needed to help with this project.
- c. Lilac Bus Program Update – No update.
- d. Interfaith West Central & Resource Center. Trish Wikenhauser reported that Interfaith is currently interviewing for the position of Director. She further stated that Interfaith's next fundraiser is the "Pearls of Wisdom" event scheduled for May 8, 2014.

11. Report on the Community Development Block Grants

- a. Discussion of S.A.F.E. Directories. Denise Koenig discussed the changes in the statistical reporting for the CDBG grants. She was informed in January that the total printing costs cannot be charged to the grant, however staff time spent working on the updates, etc. for the book can be charged. The remaining portion of printing costs not covered by the grant is \$1,538.10. Discussion ensued. A motion was made by Margee Maydak to cover this cost with funds from the Trust Fund. The motion was seconded by Terry Kelly. Further discussion ensued and the motion passed without objection.
- b. Senior Center Services Projects: Computer Literacy/Senior Government Day. Denise Koenig reported that a grant request was not submitted for 2014.
- c. Senior Center Improvement Projects – Open Projects – Denise Koenig reported that funds for the 70th Street entrance project were carried over for completion in 2014.

12. Staff Report

- Senior Center Programs and Activities. Denise Koenig gave a brief overview of the upcoming events and activities – Rummage Sale, Everywoman’s Journaling Series, Drumming Circle Workshop, Young At Heart Chorus Concert, AED/CPR Classes, Zumba Gold Exercise Class.
- Senior Meal Program – Denise Koenig extended a warm welcome to Shirley Laux, new Mealsite Supervisor.
- Bench – Denise Koenig reported the outdoor park bench honoring Fred Kuolt’s years of service to the Commission was installed. A commemorative plaque was ordered.
- Report on Security Cameras – The Senior Center is still waiting for IT to come back with a price list for the additional cameras. Other city departments are also waiting.
- Discussion regarding purchase of shelf units and cabinet. Denise Koenig reported that at the last Commission meeting, the Commission voted unanimously to approve the expenditure of \$600 for metal shelving units with locking caster wheels from the Bazaar/Rummage Account. Denise is now requesting that one of the units be a locked cabinet for heavy duty use. Discussion ensued. The Commission has no objection to the change.
- Re-discussion of lower level projection unit-item number 7c – August 24, 2009. Denise Koenig is waiting for additional information to make sure the Senior Center can move the unit on the Main Floor to the Lower Level. Discussion regarding the purchase of a new projection unit for the Main Hall and moving the existing unit to the lower level ensued. A motion was made by Margee Maydak to add \$500 to the existing August 24, 2009 motion from the Trust Account making a total of \$2,500

available for the purchase of a Home Theater Projection unit. Further discussion ensued. The motion was then seconded by John Zentgraf and passed without objection.

- Trust Fund Report (Quarterly)
 - 1st quarter January – March – report presented at April meeting
 - 2nd quarter April – June – report presented at July meeting
 - 3rd quarter July-September – report presented at October meeting
 - 4th quarter October-December – report presented at January meeting

No report.

13. Discussion of items for May 19, 2014 meeting agenda.

- Discussion of 2015 Safebook
- Discussion of 2015 Senior Government Day
- Discussion of Mission Statement for the West Allis Senior Center

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Jane Kolinski

JLK/gs
comag/March

Attention Commissioners: If you are unable to attend this meeting, please call the Senior Center at 302-8700 and ask to speak with staff. Thank you.

NON-DISCRIMINATION STATEMENT: The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

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